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### **SKILL HIGHLIGHT**

- Ariba SAP
- Strategic Sourcing
- Competitor Analysis
- Vendor Management
- Cash Flow Management
- CAPEX & OPEX
- NFA Creation
- E-Bidding, E-procurement
- E-Tendering
- DPR Creation
- AMC, ARC & VC creation
- SAP MM & PM Module
- RFQ, PCS, IE, LPP
- Coal Sampling & Analysis Contract
- SEZ law & norms
- Open PR/PO reconciliation
- MRP material management
- CHA Service Contract
- Import & Export Management
- IGM, DGFT, FTP, Duty, ICD, CFS, LOP, CHA, LUT.

## **RATAN RAJ**

Working With Adani Power Limited - 4620 MW, Mundra.  
About 6+ Years' Experience in Strategic Sourcing in Techno-Commercial Department.  
Technical & Techno Commercial Experience in Coal Based Thermal, Solar Power & Export Import.

### **WORK EXPERIENCE**

#### **Adani Power Limited - Assistant Manager (May 2024 - Till Date)**

- Buyer for mechanical department material procurement.
- Identify & maintained the SEZ units import or procure from domestic sources, duty-free, all their requirements for capital goods, raw materials, consumables, spares, packing materials, office equipment.
- Understand requirements for services procurement for the critical items & provide inputs to Contracts Manager in defining overall procurement strategy.
- Execute Orders & Coordinate Expediting.
- Follow-up for commercial compliance. (ABG, PBG, LC)
- Scrutiny of PR & approval note as per DOA for material procurement.
- Study offers from vendors & prepare a comparative statement to aid in selection of vendors, optimization of price & commercial terms.
- Develop Internal Cost Estimates with escalation.
- Additionally, assess & monitor emergency situations & related procurement.
- Focus on usage of technological tools like reverse auction to improve efficiency and improve transparency.
- Participate in commercial negotiation meetings & internal coasting.
- Implement escalation process with current market situation.
- MIS report preparation & short closing PO/SO/LOI.
- Oversee in-depth market analysis and demand forecasts to identify potential suppliers and emerging trends.
- Evaluate supplier capabilities and performance, leveraging data analytics & market intelligence to drive informed decisions.
- Lead complex contract negotiations with suppliers to secure optimal terms & conditions, ensuring the best costs & terms for the organization.
- Drive innovation in negotiation techniques & approaches to achieve strategic objectives.
- Collaborate closely with Business, Legal, Finance & other internal teams to deliver the best costs and terms for the organization, maintaining alignment with business objectives and legal requirements.
- Monitor and evaluate supplier performance and compliance with contractual obligations and quality standards, ensuring high-quality service delivery.
- Drive innovation in supplier performance management practices, leveraging technology & analytics to enhance supplier relationships.
- Lead a team, and mentor or guide them, ensuring alignment of efforts with the overarching objectives to be achieved.
- Vendor management in Ariba system.
- GST taxation, E-way bill, E-invoicing, composite & mixed supply etc.
- Documentation for export import business.

- Pivot table & VLOOKUP
- Annual Budget analysis
- GST & Taxation Act
- Maintain Inco-terms for global trading.
- Strategic Procurement Leadership
- Market Analysis & Supplier Evaluation
- Contract Negotiation Mastery
- Cross-Functional Collaboration
- Procurement Process Management
- Supplier Performance Management
- Team Leadership & Development
- Thought Leadership & Innovation

### TRAINING

- 132KV smart grid substation MNIT Jaipur.
- Auto-cad
- PLC-SCADA
- Computer - RSCIT

### PROJECT

- L&T Power - 2x660 MW
- RRVUNL Chhabra Rajasthan.

### HOBBIES

- Editorial, Blog & Poetry writing in newspaper.
- Anchoring
- Motivational Speaker.
- Book Reviews.
- Orator, Public Speaker.

### ACHIVEMENT

- Drone, robotics, career counselling & motivation session organized at below school.
  - ✓ JNV DWARKA
  - ✓ JNV JAMNAGAR
  - ✓ JNV SURENDRANAGR

### ESSAR POWER - Deputy Manager (June 2019 –April 2024)

- Strategic sourcing for purchasing, Contract, Negotiation, data collection, spend analysis, market research etc.
- Reviewed suppliers for quality, cost & responsiveness, making changes were necessary to create a more streamlined process for the company.
- Process purchase orders & requisition for plant requirement product.
- NFA prepare for purchase order & work order.
- CHA service contract for vessel shipment at port for custom clearance.
- Contract & agencies hiring for Coal Sampling & Analysis for vessel shipment at Salaya port.
- CAPEX & OPEX material procurement, planning for sea water intake system at EBTSL port.
- Audit purpose Physical coal stock verification contract finalized by authorized company.
- Vendor payment cash flow management & Budgeting & forecasting.
- PO, ARC, AMC & value contract creation.
- Ensure lowest cost of procurement & work contract negotiation.
- RFQ, QCS & BOQ preparation for product.
- MRP material procurement activity for minimum & maximum stock maintain.
- E-Bidding & E-Tendering document drafting for certain amount order.
- New vendor development & management.
- Local issue resolving with CRG department.
- Service Contract finalized as per government Minimum wages policy.
- Communicate with prospective vendors to determine terms & availability.
- Manage material purchase, contracts & stores for the plant operation.
- Custom clearance of imported coal & coal sampling survey by surveyor.
- Developed processes and guidelines for recycling, reuse and final disposal of inventory for safety and cost purposes.
- Reconciliation assessment with vendor ledger report for outstanding payment.
- Review meeting with planning department & respective department for smooth procurement & contract activity.
- Fly ash export & oversized contaminated coal disposed activity for more efficiency.
- Sea water intake system project procurement activity.
- SAP report MIS analysis & power APN portal improvement activity in all over group company.
- Bottom bad contaminated coal sell in local market.
- Dry & wet ash sell in local market.

### 1 MW ESSAR SOLAR POWER PLANT BHUJ, GUJARAT

- Responsible for procurement for entire range of cable, motors, measuring instruments, ultra capacitor, inductor, choppers, batteries, PV models, structure etc.
- 1 MW solar power plant service & material procurement activity.
- Accountable for daily basis MIS report for power generation at site with user department.
- Solar panel cleaning, housekeeping contract & horticulture contract finalization.
- Material procurement & service contract (Security service, Technician manpower contract) for solar power plant.

## L&T POWER - Electrical Trainee (JAN 2018 - DEC 2018)

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- Routine Preventive maintenance of electrical equipment like 220 Volt Battery bank, UPS, HT, LT motor, MV, LV switchgear, VFD, Drives, Transformer, ESP rapping motors, Hoist. Soot blower etc.
- Testing of electrical equipment like HT, LT motor, ESP field circuit, feeder testing.
- IR & WR testing of various motor, LA testing, Power cable jointing and HI-POT test.
- Shut down activity of HT & LT motors, MV & LV switchgear, VFD drives.
- Daily Basis job progress, activity, makes decision & track progress report on MIS.
- Maintain PM checklist, daily job excel sheet, condition monitoring sheet.
- Monthly ORT report & PPT report for record maintenance.
- Handling complete plant illumination Erection and Commissioning.
- Site Erection & Testing work for Transformer, Switchgears, and Panel etc.
- Customer interaction, Protocol signing and Billing.
- Handling site contractor, work planning, scheduling, contractor work certification & Billing.
- Manpower mobilization on site work.

### Education

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- Pursuing **Diploma** in Import Export Management & International Finance from **Gujarat University** Ahmedabad (July 2024-February 2025).
- Management development program (MDP) in GST & TEXATION act 2024 from **Adani University** (May 2024).
- Arya College of Engineering & I.T. Jaipur (RTU KOTA)  
**B. Tech** Electrical Engineering (2013 - 2017)  
Marks Secured: 64.11%
- Adarsha Vidhya Mandir-Balotra (RBSE AJMER)  
Intermediate Education (2012 - 2013)  
Marks Secured: 64.80%
- Adarsha Vidhya Mandir-Reodhar (RBSE AJMER)  
Secondary Education (2009 - 2010)  
Marks Secured: 69.67%

### CO-CURRICULAR ACTIVITIES & CERTIFICATE

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- Master of Arts (Hindi 2019-2021).
- Master of Arts (History 2021-22).
- Paper presentation - Renewable energy source in IET PATW DELHI.
- Organized national level youth parliament in Jaipur.

Date:

Place:

Ratan Raj