

G.KAVINKUMAR

PURCHASE EXECUTIVE

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✉ 331, Anna Nagar St,
Pattamandri,
Ch-600120

ACADAMIC

QUALIFICATION:

B.com.(Commerce)
(Period 2009-2012)
from Sir Theagaraya
College.

M.com. (Commerce)
(Period 2013-2015)
from University Madras

TECH QUALIFICATION

- Type writing
(Lower)

SOFTWARE PROFICIENCY:

- SAP MM Module
- MS Office Package
- DOA Diploma in
Office Automation
- Tally ERP, windows
7,8 & XP

STRENGTHS:

Good Communication Skills, Hardworking and willing to learn, Confident and flexible enough to work in teams, nice conduct with positive attitude.

LANGUAGES KNOWN:

Tamil (Read Speak & Write)
English (Read Speak & Write)
Hindi (Speak)

REFERENCES:

K.Murali
DGM (Projects
Material Planning &
Purchase) CPCL

C.Sakthi
Manager (Projects
Purchase) CPCL.

OBJECTIVE:

To seek challenging assignment and responsibility in a growing organization this helps me to utilize my Non technical and Commercial managerial skillseffectively to achieve personal as well as organizational goals

PROFESSIONAL SUMMARY:

Graduate In **B.COM AND M.COM** having around **10 Years experience** in Oil and Gas Manufacturing Refinery and Petrochemical Industry (**CPCL, Chennai**) in **Purchase/Finance/Planning /SAP/Tendering Activities/** related to Static Equipment / Refinery Piping / Chemical items for daily routine usage in refinery /Structural various Refinery Projects (i.e, Resid Upgradation, RLNG,BS-VI,ISOM-DWC).

EXPERIENCE SUMMARY:

Organization	Chennai Petroleum Corporation Ltd. (Engaged by CPCL through Manpower agency)
Period	Dec 2017 to Till Date
Site	CPCL, Manali, Chennai
Designation	Purchase Executive

Organization	Chennai Petroleum Corporation Ltd. (Engaged by CPCL through Manpower agency)
Period	Nov 2015 to Dec 2017
Site	CPCL, Manali, Chennai
Designation	Finance Assistant

Organization	L&T Port (Kattupalli)
Period	Sep 2013 to Sep 2015
Site	Kattupalli, Chennai
Designation	Computer Operator and CCTV Operator

ROLES AND RESPONSIBILITIES:

- Knowledge of **SAP MM Module** , **Purchase and Finance** Related activities.
- Purchase Order, Purchase Requisition processing and follow-up, handling the costing.
- Making Daily GRN, Service Entry Sheet thru SAP.
- Having Good Knowledge of Tendering in **GeM Portal**.
- Evaluation of Techno-Commercial bids and placing Orders in **GeM Portal & SAP**
- Issuance of Tender / Contract package to bidders.
- Interaction with local / international manufacturers and suppliers
- Knowledge of MDG Portal Make New Vendor Registration, Vendor Reconciliation.
- New Material Code Creation in **MDG Portal**.
- Material Stock Posting Project wise thru **SAP**.
- Knowledge of (Bill Tracking System) **BTS Portal**
- Outsourcing and/or Purchasing experience
- Interpret and negotiate contracts
- Knowledge in **E-tender** activities.
- Holding of tender contract committee meetings and preparation of tender documents.
- Floating of tenders and holding of pre-bid meetings.
- Receiving offers and their evaluation technically and commercially.
- Seeking clarification and taking decision of price bid opening.
- Holding negotiation with various Agencies.
- Preparation of Quotations and Tenders and supervising the day to day activities.
- Follow-up and keeping all the cords of internal/external correspondence with the clients and suppliers.
- Coordination with Clients and site personnel.
- Coordination with Contractor and Client for any technical issues.
- Manage assigned material related process, such as material returns and vendor investigations.
- Planning and execution of the jobs as per the project schedule.
- Having knowledge on monitoring of progress, cost and controlling of project budget
- Knowledge in Bill of Quantity and Estimation.
- Review of daily progress and prepare action plan removing backlogs.
- Preparation of Daily / Weekly / Monthly Reports.
- Involved in Purchase related activities for various Project and Revamps.
Involved in Planning & purchase activities for 2 Major Turnaround Shutdown in CPCL Refinery Unit 1. REF II Shutdown (M & I) 2. DHDS Short Shutdown.

DECLARATION

- I hereby declare that the above mentioned information is correct and up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Place: Chennai
Date:

Yours Truly
(G.KAVINKUMAR)