

SAURABH MULLICK

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Seeking senior/middle level assignments in Project Procurement, Sourcing, Vendor Management, Contract Management, Contract Negotiation and Commercial Operation with a reputed organization in EPC / Oil & Gas / Power sector.

PROFESSIONAL ABRIDGMENT

- **Senior Procurement Engineer** with **5.3 years** of experience in **Middle East Region** and **India** in **Project Procurement and Supply Chain Management** for Refinery, Oil & Gas and Energy Sector including Strategic Planning for Procurement Process, Sourcing, Vendor Development, Bidding & Procurement Estimation, Erection, Commissioning and Site Co-ordination.
- Currently associated with **Punj Lloyd Ltd** from last **4.6 years** where i was depute to **Regional Office in Qatar from Mar 12 to Sept 14 (2.6 years)** and later on promoted and selected to join **Centralized Procurement Group (CPG) at Punj Lloyd Head Office in Gurgaon, India** after an interview and assessment test conducted by **BAIN & COMPANY**. CPG established to perform and control complete procurement activity for all the projects executed by the organization across the globe.
- Acquired **Diploma (D4) in Aug2015** in Purchasing and Supply, Acquisitions and Contracts Management from Chartered Institute of Purchasing & Supply (CIPS)-**United Kingdom** and completed certification for **Purchasing Professional (CPP)** and **Purchasing Professional Manager (CPPM)** from **American Purchasing Society (USA)** in **Jan2014**. Currently pursuing **Advance Diploma (AD5)** in Procurement and Supply from Chartered Institute of Purchasing & Supply (CIPS)-**UK**.
- Efficient in finalizing the General and Special conditions of Purchase with vendors such as Warranty, Liquidated damages, PBG, Arbitration, Liability, Governing Law, Payment Terms etc.
- Deft in swiftly ramping project with cross-functional skill and ensuring that Right Good are procure from Right Source in Right Quantity at Right Time for Right Price by following the Company procedures/policies and Client guidelines.
- Skilled in Procurement management activities such as Planning, Techno-Commercial evaluation, Negotiation, scheduling and procurement from various resources across the globe.
- Demonstrated skills in negotiating with suppliers for the procurement of required items as well as ensuring the delivery goods at most competitive prices.
- Acquired significant exposure in **Microsoft Projects & Oracle 11g release 2** by performing Project Procurement including ordering, receiving and invoicing thru the Oracle.
- **Major Achievement** – With the ability to provide value addition ideas in each and every assignment I am entrusted with, I was able to negotiate on the repeat orders and saved wherever possible with **approx. 55 million** in one of the piping repeat orders.

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- Contract Negotiations	- Contract Management	- Vendor Development
- Oracle, Excel & Outlook	- Cost Reduction Initiatives	- Pre/Post-Order Execution
- Cross-functional Coordination	- Quality Assurance / Control	- MIS / Report Generation
- Reviewing & Processing request for Letter of Credit	- Strategic Procurement Planning	- Expediting
- 3 way system matching (comparing Order Quantities with Received & Billed) & final closure of PO's	- Bidding and Estimation	- Invoice Certification, Processing Payment Request and Payment Regularization

ORGANIZATIONAL DETAILS

EMPLOYMENT RECORD 1 - Senior Procurement Engineer at Punj Lloyd Limited 23rd Mar12 to Present

*In Regional Office in Doha, Qatar - 23rd Mar2012 to 23rd Sept2014 (2.6 years Middle East Experience)
Promoted to Centralized Procurement Group at Head Office in Gurgaon, India after an interview and
assessment by BAIN & COMPANY - 6th Oct2014 to Present*

Punj Lloyd provides integrated design, engineering, procurement, construction and project management services in the energy and infrastructure sectors. With operations spread across the Middle East, Africa, the Caspian, Asia Pacific and South Asia, Punj Lloyd provides EPC services in Oil & Gas, Process, Civil Infrastructure, and Thermal Power. Further, Punj Lloyd is today a diversified conglomerate, owing to its successful foray into aviation, defense and upstream, through its subsidiaries and joint ventures.

CHIEF PROJECTS:

M/s Kuwait National Petroleum Company's Revamping and Expansion of Ahmadi Depot (LM) Project

KNPC owns and operates two Depots, namely Sabhan Depot and Ahmadi Depot for storage and fuel supply to various petrol filling stations in Kuwait. To meet the growing demand, KNPC intend to increase the present storage capacities of Mogas, Gasoil and Kerosene and to increase loading capacities at the Local Marketing (LM) Ahmadi Depot.

As part of the expansion, EPCC contract with Punj Lloyd Ltd includes construction of new loading bays with multiple loading arms that constitute the metering system and additional floating roof tanks to cater to expansion at an investment of USD 390 million.

M/s Qatar Foundation's Poly-Silicon Project

EPC contract for Polysilicon Project awarded by Qatar Solar Technologies (QS Tec) Doha, Qatar. The EPC contract awarded to the Indian conglomerate involves the establishment of 8,000 TPA of high-purity solar grade Polysilicon at an investment of USD 1 billion. Centrotherm Sitech is Process Licensor & CH2M Hill being the PMC in this project.

M/s. New Doha International Airport

EPC contract for constructing a jet fuel receiving station, pumping the jet fuel to above ground storage tanks, distribution of fuel through an automated control pumping to various aircraft loading points, to build two ground service equipment fuelling stations along with parking facilities and seventeen utility buildings with matching airport architectural feature.

M/s. Qatar Petroleum's Strategic Gas Transmission Process

EPC of Construction & Laying of (36" dia) 211 km gas pipeline (parallel pipeline) between Ras Laffan & Mesaieed, construction of six block valve station, modification and expansion of existing stations and construction of new stations.

EMPLOYMENT RECORD 2 - Procurement Engineer at Technicon Holdings Pvt. Ltd, Gurgaon (July 2011 to March 2012)

The company established in 2003 as an outsourcing outfit to offer a single source multi-discipline package covering a wide variety of specialized products and services to a broad spectrum of companies such as GAIL, ONGC, GSPL, GAMMON, KAZSTROYSERVICES, FERNAS, and EIL etc. The Company has built reputation on solid professionalism and a single source for supply and execution of jobs in all fields of operation.

CHIEF ROLE

The Role (Pre-Ordering & Post Ordering):

- ✧ Develop and prepare contract documents such as instruction to bidders, special conditions and general conditions of contract, scope of work, pricing schedule, contract agreements etc.
- ✧ Preparing RFQ in the proper format as per the MR (Material Requisition) specification & Project requirement
- ✧ Supplier identification, Supplier qualification assessment and short-listing, release of Request for Quotation/ Enquiry, receipt of Techno-commercial bids from suppliers with required information like NDA, Sub-suppliers List, Organization chart, Delivery Schedule, Letter of Bidder, Manufacturing plants location, Exceptions & deviations to RFQ, Information of origin, Power of Attorney & HSE policy etc.
- ✧ Floating of RFQs to Client's approved Vendor as well as to non-approved Vendors thereby creating more competition.
- ✧ Preparing CBE (Commercial Bid Evaluation)/Comparative statements by negotiating and finalizing the Prices & terms and conditions of purchase for material and services.
- ✧ Well Conversant with international manufacturers, suppliers, stockiest, shipping modes/ports, and INCO terms.
- ✧ Expediting & supplier performance measurement by evaluating the various progress reports on weekly/monthly basis.
- ✧ If required arranging the periodical visits to vendor site & their sub-supplier to keep up the production schedule in order to meet the contractual delivery agreements. In case of any set back/commitment failure, immediately taking up the matter to the higher management for stern actions and establishing the mitigation plan for overcoming the delay.
- ✧ Coordinating and managing all administrative, contractual and operational aspects of the Purchasing Division.
- ✧ Rendering assistance to QC to inspect & receipt of materials within the prescribed ITP/QAP.
- ✧ Managing activities pertaining to change orders and contract changes & finalization of requirements, estimates for smooth execution of projects.
- ✧ Obtaining the Bank Guarantee and Coordinating with Finance Department to establish letter of credit for timely payment to vendor.
- ✧ Optimizing number of visits of Third Party Inspection Agency (TPIA) and ensuring effective utilization of TPIA.
- ✧ Expediting the submittal and approval of Draft shipping document i.e. custom invoice, packing list, bill of lading and country of origin by Logistic Department.
- ✧ Ensuring the material receipt and approval of Material Inspection and Receiving Report (MRIR) by client.
- ✧ Regularizing/Processing all the milestone invoices and submitting the request to A/C dept. for regularizing/releasing the retention amount.
- ✧ Preparation of Purchase Order closeout summary and ensuring 3 way matching of order.

CERTIFICATIONS

- [AMERICAN PURCHASING SOCIETY \(USA\) - APS](#)
 - i). Certified Purchasing Professional (CPP) – Registration No. **CPP2140132703** (Completed in 2014).
 - ii). Certified Professional Purchasing Manager (CPPM) – Registration No. **CPPM2140122568** (Completed in 2014).
- [CHARTERED INSTITUTE OF PROCUREMENT AND SUPPLY \(UK\) - CIPS](#)
 - Foundation Diploma (D4) in Purchasing and Supply, Purchasing, Procurement/ Acquisitions and Contracts Management (Completed in Aug2015) – Membership ID No. 005532982
- [CHARTERED INSTITUTE OF PURCHASING AND SUPPLY \(UK\) - CIPS](#)
 - Advance Diploma (AD5) in Procurement and Supply (Pursuing and expected by Aug2017) – Membership ID No. 005532982

TRAINING

- **ADVANCE PURCHASING AND PROCUREMENT** from Blue Ocean Academy from 6th – 9th Dec 2013. Certificate attested by Knowledge and Human Development Authority of **UNITED ARAB EMIRATES**.

SCHOLASTIC

- **B.Tech in Electronic & Communication** from M.D.University, Rohtak with First Division in the session 2007 to 2011.
- Completed Higher Secondary from SD Public School (C.B.S.E, New Delhi) with First Division in 2007.
- Completed Class Matriculation from Salwan Public School (C.B.S.E, New Delhi) with First Division in 2005.

IT SKILL SET

ERP /Mailing	:	Oracle 11.2, Outlook -2010, 2007
Operating Systems	:	Win98se/2000/ME/ WinXp/2003/2008.
Concept	:	MS Office 03-10, Open Office

PERSONAL PROFILE

Date of Birth	:	1 st April, 1989.
Father's Name	:	(Late) Sh. Vinod Mullick.
Mother's Name	:	Smt. Kanta Mullick.
Passport No	:	K0139057
Passport Validity	:	21 st October 2021
Marital Status	:	Single.
Nationality	:	Indian.