

JEEVAN GIRI

Mobile: +919891287762 E-mail: gjeevangiri@gmail.com

In quest of challenging assignments in Procurement/Supply Chain Management/Contract Management/Supply Chain Analysis/Vendor Management.

Profile Summary

Over 12+ Years of experience in managing Direct and Indirect Purchase, Commercial, Procurement Operation, Strategic Sourcing, Budget Management, Contract Management, Vendor Management and evaluation, Cost Saving, Spend Analysis and Supply Chain Analysis, E-sourcing for Spares and Services of Solar O&M (Operation and Maintenance).

Awards and achievements –

- Value base award for the most “Effective Employee” of the year 2017.
- 2 times awarded for most appreciated employee of the organization.
- Awarded for the most consistence performer as a “Special Recognition Award” 2019
- 2 times employee of the month
- Spot award for contributing beyond routine activity
- Awarded for the most consistence performer as a “Special Recognition Award” 2022
- Received a **Certificate of Appreciation** on company’s 5GW milestone

Projects-

1. Vendor Rating and Assessment Automation
2. Spend Analysis Automation
3. Budget-Monitoring Automation

Key Skills & Core competencies

- | | | |
|--|-------------------------------------|-----------------------|
| ○ SAP MM/HANA, ARIBA, | ○ Contract Management, | ○ Power BI Dashboard, |
| ○ Procurement Operation, E-Sourcing, | ○ Vendor Management and Assessment, | ○ KPI Analysis |
| ○ Negotiation and Cost Saving (Reverse/Dutch Auction), | ○ E-Procurement on Ariba, | ○ Team Building |
| | ○ Spend Analysis, | |

Employment Details

ReNew Pvt. Ltd. | Manager-Procurement & Commercial (Solar O&M) | Since Nov-2015 | Gurgaon (HR)

KEY RESPONSIBILITIES

Strategic Sourcing: Identify, evaluate and select suppliers and service providers for **solar asset management** supplies and services based on cost, quality and reliability.

Negotiation: Negotiate high value long-term and short-term contracts and quotations, (terms, and pricing) with suppliers and service providers to obtain the most favourable terms and conditions. Continuously review and improve negotiation strategies to drive cost savings and mitigate risks. High value orders are negotiated by conducting **Reverse** and **Dutch** auction.

Supplier Management: Establish and maintain strong relationships with key suppliers and service providers to ensure timely delivery, resolve issues, and drive continuous improvement. Monitor supplier performance and conduct regular supplier evaluations.

Procurement Planning: Collaborate with business, planner and other stakeholders to understand project requirements and develop procurement plans. Anticipate future procurement need and ensure timely acquisition of materials and services.

Risk Management: Identify potential operational and strategic risks and challenges related to procurement activities and develop risk mitigation strategies by strengthening strong relationship, regular governance meeting and vendors meet with vendors.

Process Improvement: Continuously assess and optimise procurement processes to streamline workflows, enhance efficiency, and improve overall procurement performance. Implement best practices and innovative solutions to drive operational excellence.

Spend Analysis and KPI Monitoring: Monitoring and analysis of spend by categorizing the data as per business vertical, services/supplies, vendors, delivery time, cost, payment terms and other various factors. Track risk and improvement opportunities through a proper **KPI** monitoring on monthly and quarterly basis.

Vendor Evaluation and Rating: Performance analysis of Suppliers and service providers on quarterly and yearly basis as based on Price, Quality, Delivery, Communication and compliance and post PQ (Pre-qualification).

Contract Management: Manage the entire service and supplies lifecycle, including contract drafting, review, and execution. Ensure compliance with contractual terms and conditions, legal requirements, and company policies. Handled contracts for various services such as Switchyard, Transmission line, Transformer AMC, plant and substation repair & maintenance, Drone thermography, Energy forecasting and scheduling, transportation and 3rd party Manpower services etc.

ARC (Annual Rate Contracts): Handled annual rate contract for various categories such as Measuring Instruments and Equipment, Mechanical and Electrical tools & tackles, Safety and other C class items after negotiating the rates through reverse auction or applying other strategic negotiation methods.

Team Management: Leading a team of 4 for past 3 years. A results-driven leader with a track record of exceeding expectations and motivating teams.

Summary: Handled approx.150Cr annual spend independently for **Solar O&M (Operation and Maintenance)**.

Material- Responsible for end-to-end sourcing and purchasing of electrical items and spare parts such as Modules, Cables, Inverter spares, transformer, breakers, LT HT control panels and other tools and tackles.

Service- Responsible for end-to-end sourcing and contracting of Solar O&M services such as module testing and maintenance, Annual technical manpower AMC (TL& SW), Thermography, Transformer maintenance and replacement and other repair and maintenance of plant/substation/switchyard as per requirement.

Indiabulls | Executive-Procurement | Mar'14–Nov'15 | Gurgaon (HR)

KEY RESPONSIBILITIES

- **Vendor Management** – To search new Suppliers and Service providers by applying best practices and policies (Price Negotiation, Cost Comparison Analysis) as per company norms.
- **Vendor Registration** – To on board shortlisted vendors as per the company's policies and processes to empanel.
- **Purchase/Procurement** –Responsible for handle indirect purchases like service and repair, office supplies, printing and stationery, uniforms, on receiving request form a concerned dept. Which consists of multiple roles such as Purchase Approval, Quotation Comparison, PO Creation in SAP and Order process, monitoring and expedite deliveries.
- **Contract Management-** To draft and execute all the agreements as per service requirement after getting vetted form the Legal Dept.
- **Vendor Payments** – Responsible for timely submission of bill and clearance of supplier and service provider payments.

Channelplay Ltd | Operation Executive- Supply Chain | April'12–Mar'14 | Gurgaon (HR)

KEY RESPONSIBILITIES

- **Data Management-** (MIS Management, Log Book Management, ordering & receiving report management)
- **Material Management-** (Reducing damage, keeping at proper place)
- **Warehouse management-** (Procurement, Maintenance, Staff recruitment,)
- Dispatching material to centres, Stores, Agencies.
- **Inventory Management-** (Receiving, Proper Checking of goods, In-case of short & excess to resolve at the same time, In-warding, Out-warding)

Technology Exposure

- SAP S4 HANA
- ARIBA
- MS Excel/Power Point/MS Word
- MS Power BI (Business Intelligent Tool)

Academic Details

- MBA (Operation & Production Management) from **SVSU** through distance learning in 2017.
- Bachelor of Commerce from **Shobhit University** in 2013.
- Higher Secondary Certificate (12th) from **Uttarakhand Board** in 2008.
- Matriculation (10th) from **Uttarakhand Board** in 2005.

Certifications

- **Ongoing-** CPP™ (Certified Procurement Professional) from IIMPR
- **Ongoing-** CSCA™ (Certified Supply Chain Analyst) from CIPC (Chartered Institute of Professional Certifications)

Personal Details

Whereabouts: Uttarakhand | **Language Known:** Hindi, English