

# Curriculum Vitae



## Harshvardhan Singh

Additional General Manager  
(Materials Management)/Supply Chain (SCM & Logistics)

A professional with +22 years of experience in Strategic Global & Local sourcing of materials, and International Business (Export & Imports), Foreign Trade Policy. Having vast experience in procurement of Raw Materials & Chemicals -Indigenous and Imported, Egg Items including Project Cargo, Packaging Materials, Bulk Vessel Chartering and Inbound/Outbound Logistics. Handling Procurement about Rs.1500 Cr.

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Vadodara, India

### CARRIER OBJECTIVE

A Challenging position in a professional organization where to prove my abilities in conduction with Company's goal and objective through my knowledge and acquired experience.

**Total Commercial experience- + 22 years**

**Material Management/ Supply Chain & Logistics : 11 Years**  
**(Local & Global Sourcing)**

**International Trade (Export & Import) and Logistics: 11 Years**

**PROFESSIONAL EXPERIENCE (1a): Supply Chain and Logistics/Materials Mgt.**

**Organization :** Gujarat Alkalies and Chemicals Limited, Gujarat  
(Promoted by Govt. of Gujarat- State Public Sector Unit)

**Designation :** Additional General Manager (Materials Management)/ Supply Chain

**Position :** Senior/Top Management

**Duration :** Presently Working with Gujarat Alkalies & Chemicals Limited ( July 09, 2008 to till date).

**Location :** Corporate Head Office, Vadodara, Gujarat (India)

**Present Portfolio: Baroda and Dahej Complex (2 Units at Different Locations) and Toll Manufacturing Plants):** Sectional Head/ In charge

Nos of Main Plants: 20 No's (Chemicals Plant and Hazardous in Nature of different Class)  
Plant Locations : 6 Nos ( GACL 3 Units & 3 Units Toll Manufacturing)

- Indigenous Raw Material and Aux Chemicals – Major Raw Materials – Toluene, Methanol, Primary Al Ingot, Sulphuric Acid, Soda Ash, MEK, Ammonia, HNP, Hydrated Lime etc
- Imported Raw Material and Aux Chemicals – Containerized / Bulk – Liquid & Solid Cargo - Major Raw Materials: Potassium Chloride, Rock Phosphate, Amyl Alcohol
- Imported Engineering Items (Mechanical, Electrical, Instrument etc)
- Packaging Material: 25 kg Bags, 50 kg Bags, Jumbo Bags-1000kg/1200kg/1300 kg, Carboys, Drums-HMHDPE & Metal etc

- Quality Control (QCD) and Research & Development (R&D)
- Cement & Steel
- Safety & Welfare, IT, HR & Admin
- Min-Max Items.
- Service Contracts for Store Dept: Transport and Hydra/Crane/ Farana
- Preparation of Budget & Audit compliance.
- Participation in Commercial Negotiations in Various Plant Services
- Strategy formulation/ Development of new Plan /Policy for betterment of procurement and supply chain due to Expansion planning of new Plants.
- Analyzing Pricing Trend and the factors affecting the pricing of the major inputs,
- Inventory Management of all Indigenous and Imported Raw material, Packaging Material and other Items.
- Identify and Implement process Improvement in supply chain & Procurement Process.
- Import clearance of Project Egg Goods (Capital items) and Revenue (General Plant requirement) including Raw material in Containerized Cargo/ In Bulk -Solid (Especially Rock Phosphate, Potassium Chloride (KCL/MOP) and Liquid Cargo like HNP & Toluene.

**Value of Handling Present Procurement Portfolio: About Rs.1500 Cr.**

#### **Experience in Chlore Alkali/ Chemicals Industries:**

- Length of Experience in Procurement in Chlor Alkali Industries : More than 11 Years
- Overall experience in Chlor Alkali Industries including Marketing: 16 Years
- Total experience in Chemicals and Allied products: 22 Years i.e., Procurement (local & Global Sourcing) /Supply Chain, Inbound & Outbound Logistics including Project Imports at various Port locations and Foreign Trade Policy and Export & Imports (International Trade).

#### **Brief Description of Job Profile :**

##### **a) Procurement of Material:**

1. Preparation/Development of New Plan/Procedure for betterment in procurement Process and to get price Benefit as well as fast processing of indent.
2. Correspondence & Communication with Indigenous and Overseas vendors right from sending Enquiry, Final negotiation & issuance of Purchase Order based on procurement value through e-Tendering, Reverse auction, open tender (if any) and General procurement as per purchase procedure & Delegation of Power (DOP).
3. Monitoring Indent status on Day-to-day basis to execute the same with in stipulated time frame.
4. Planning of material procurement as per Budget after discussion with user Dept. to make available material as per requirement by Sea Route or Air Route.
5. Analyzing requirements and negotiating with the vendors for best possible supply, delivery terms and pricing. Finding the best alternatives ways to reduce the cost of Procurement.
6. Monitoring the prompt receipt of material and their conformance with the quality parameters.
7. Setting up the weekly, monthly, quarterly procurement plan based on user requirement for all plants and Meeting with User dept. to understand their requirement time to time.
8. Facilitating Item Code Modification where ever required based on Modified technology offered by Vendor in Egg Item and Raw Materials Group.

9. Providing delivery Information to Internal Customer and responsible for processing any changes to Purchase Orders as requested by vendor.
10. Co-ordination with Finance Dept. For Timely opening of letter of Credit (L/c) as per PO terms & Conditions & BRO.

**b) Import Clearance Activity (Liquid and Solid Cargo-Containerized & Bulk) including Project Cargo and Co-ordination with Customs, Shipping line and CHA:**

11. To plan & monitor the availment /utilization of maximum Import benefits under Correct HSN code in co-ordination with vendor & user Dept.
12. Coordination for Timely Filing of Bills of Entry to avoid Customs Penalty as well as delay/Detention in to the Consignments.
13. Timely payment of Customs Duty to avoid penalty.
14. Closely supervision and follow up with clearing agent towards clearance of Import consignments under various schemes (Under Advance License & Others) in containerized & Bulk consignments like Al Ingot and KCL, Rock Phosphate, HNP, Aromatic Solvents and various Aux Chemicals etc respectively.
15. Coordination with Shipping lines for timely return of empty Containers to shipping line.
16. Monitoring of Bills received from CHA & forward the same to Finance Dept.
17. Co-ordination with Finance Dept. for GIT booking and timely Vendors payment.
18. Coordination for Proper de-stuffing of containers at Port and in Factory in the presence of insurance surveyor (If required).
19. Co-ordination with Shipping line & Freight Forwarders based on requirement.
20. Liaising with various Govt. authorities like Customs at Mumbai, Kandla and Dahej Port, ICD's and attend Customs / GST/DGFT Dept. whenever required for any clarification.
21. Import of Project Consignments at various Port based on Requirement.
22. Import clearance of consignments under High Seas Agreement.

**c) Shipping, Vessel Chartering and Bulk Vessel Handling:**

23. Vessel Chartering for Movement of Rock Phosphate in Bulk from Jordon to West Coast of India.
24. Potassium Chloride/MOP handling at Kandla Port in Bulk, Storage and further Movement.

**d) Lead time Reduction of Indents (PR to PO):**

25. Close Co-ordination with user dept to raise with proper specification of indent and helping them to get required technical information/Clarification from vendors which will help in timely clearance of Technical Evaluation.
26. Co-ordination with Indenters by fortnightly/Monthly meeting to raise indent at a time covering all requirement instead of peace mill requirement and also trying for Standardization of material.

**e) Inventory Monitoring & Control:**

27. Monitoring Inventory level between Min-Max Level of Indigenous, Imported and Packaging material on day to basis & necessary Co-ordination with various Vendors to supply required material just in time.
28. Monitoring Stock of Imported and Indigenous Raw material & Egg Item and its consumption before procurement planning against the indent raised for same item in advance.

29. Proper planning to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
30. VMI /ARC Contracts based on requirement in Raw Materials- Indigenous & Imported, Packaging Materials and Egg Items.
31. Fortnightly Co-ordination meeting with all stakeholders.

#### f) Vendor Management:

32. Developing an alternate vendor (Including Prop. Vendors) base to leverage better pricing and quality Onboarding vendors in the organization through vendor registration.
33. Time to time **Vendor evaluation** w.r.t Price, Quality & Delivery performance Basis including Salt Vendors. In case of non-Performance keeping them on Holiday List.
34. **Resolving vendors issues** within agreed timelines and De-listing of Vendors based on their performance. Drive resolution of quality issues (if any) and complaints related to procurement or Supply chain.
35. Coordinating with the finance team in getting the payment done for the respective supplies against the Issued Purchase order.
36. Conducting trainings for vendors to educate them about company's new requirements and help them in improving their performance.
37. Co-ordination with vendors for Timely Advance Regularization (if any) and trying to convince GACL payment terms & conditions.
38. Organizing "**Vendors Meet**" time to time to Improve vendors relationship.
39. Vendor Visit Locally and Overseas Visit time to time as per requirement to strengthen Vendor relationship. **Last overseas Visit with JPMC, Jordon for Rock Phosphate to understand their Mining Operation and ensure the quality requirement as per Contractual specification.**

#### g) Support to Store Dept. for return of Rejected material:

40. Co-ordination with vendors for return of Rejected full quantity or Part quantity material.
41. Co-ordination for Timely preparation of GRN/GRV.
42. Various Transport contract for Internal Handling of Materials.

#### h) Operational review:

43. Implementation of operational plan through joint review with all plant Heads and suggestion for further improvement.
44. Review of performance of vendors and action plan in case of nonperformance. Put vendors on Holiday list in case of Non-Performance.

#### i) Inbound /Outbound Logistics

45. Inbound logistics for Imported Items and outbound logistics for Project Items and Maintenance Materials.

#### j) Other Functions:

46. Developing various types of reports on procurement based on National and International market price trend /scenario and usage of material for Management Information which will help to take correct /suitable Decision making at any Point of time.
47. Managing logistics functions, negotiating with transporters for transport contract if the order placed on Ex-work Basis or vendor not willing for Door-to-Door Delivery.
48. Review of Purchase Policy time to time and necessary amendments based on requirement.

49. Analyzing Pricing Trend and the factors affecting the pricing of the major inputs.
50. Tenders and Reverse Auction Process.
51. Audit Compliance and preparation of reply/repot to Board.

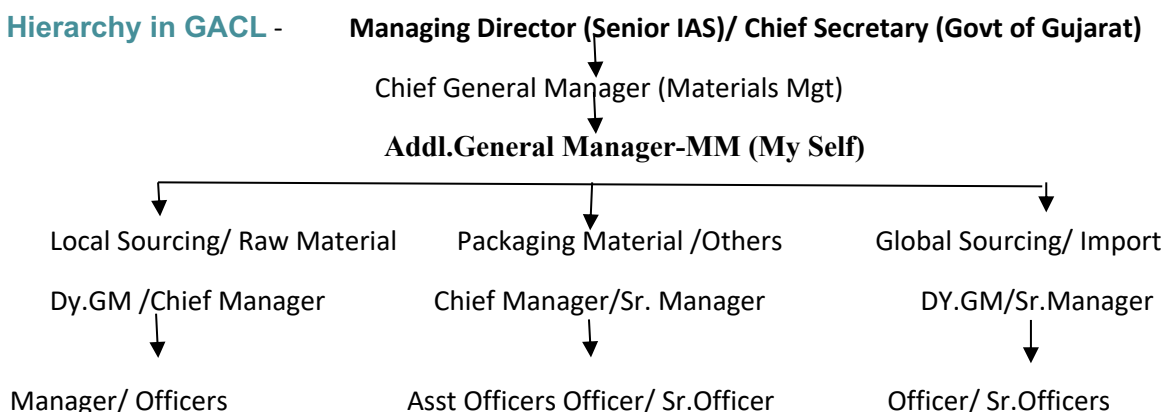
**k) Training and Development:**

52. Identification and scheduling of Training Need for the employee.
53. Training and development/Guidance to apprentice Trainee/New Joined and Collogues in different Topics of Material Management/Supply Chain, foreign Trade Policy, Customs & Shipping including Vessel Chartering and Logistics changes due to disruption /change in Geo Political situation and Case Studies.

**Achievements and Innovations for betterment in Procurement Process/System:**

- ❖ Amendment in Purchase Policy time to time and Introduction of New system, SOP for 'Fast Track Procurement'/ SOP for Change in Process.
- ❖ Reduction in Procurement Cost by Implementation of Innovative system.
- ❖ Implemented formula-based Pricing in Raw Materials, Packaging materials and Egg Items.
- ❖ Reduction in Inventory/ Developed a DASH Board system for TOP Management to Monitor and Control the Inventory.
- ❖ Reduction in lead Time – PR to PO.
- ❖ Vendor Management- 'Developed Performance Measurement System', Penalty and Reward System for vendors and Vendor Development where less vendor in items.
- ❖ Development of indigenous and Import substitute vendors and Prop Vendors.
- ❖ Identification and execution of Vendor Managed Inventory contracts in Raw Materials- Indigenous & Imported and Packaging material to reduce the cost of Inventory.
- ❖ Change in Process/ Preparation of SOP for Critical and Costly Materials
- ❖ Items wise Strategy formulation based on Change in Geo Political situation/Demand & Supply Gap.
- ❖ Minimizing delay /Demurrages in Imported consignments.
- ❖ Developments of Various Programme for management Information.
- ❖ No Plant disruption due to the requirement of any kind of Imported, indigenous and Packaging Materials during the Covid & Transport Strike periods.
- ❖ Bulk Vessel Chartering and incorporation of suitable clause for betterment of the Org.
- ❖ Shipment through all Mode like Road,Air,Sea– Bulk & Containerized and Courier Mode
- ❖ Shipment through all Major Ports like Nahvasheva Port, Mumbai Sea Port, Kakinada Port, Kandla,Hazira, Mundra, Dahej Adani Port ,Pipavav Port and ICD's Baroda & Ankleshwar and Internal Movements.
- ❖ Building Brand Image and Transparency in Procurement by Implementation of Open tender, e Tender and Reverse Auction Process successful in the organization.
- ❖ Claim Settlements (If any).

**Hierarchy in GACL -**



- **Reporting person (Group of Local/ Indigenous and Global Sourcing /Import of Raw Materials & Chemicals, Packaging Material, HR/welfare): 10-12 Officers**
- **Position at the time of joining GACL: Manager (Export/International Trade).**

### **PROFESSIONAL EXPERIENCE (1-b): Commercial / Export & Import, Shipping & L**

- A comprehensive plan to meet organization's objectives, actions, and measures for improving profits and maximizing customer value.
- Exploring new Market/Products for Direct Exports.
- Correspondence & Communication with Overseas buyer right from sending offer, Final negotiation & Making Business Contract.
- New product /new market / New customer development and promotion to establish the Brand after understanding Market Dynamics and competitive landscape.
- Appointment of Overseas Distributors to increase the Sales as per requirement.
- Freight Negotiation with Direct Shipping line/Ship Brokers/freight forwarder/CHA's for booking of Containers at various destination.
- Monitoring of Pre shipment & Post shipment activities of Export consignments.
- Making Production plan in coordination with various dept and units as well as shipment schedule as per Customers requirement.
- Coordination with Transporter for arrival of the Trucks/container of Export and Import Cargo
- Handling of Project Imports clearance and Transportation to Site.
- Monitoring and Compliances of **Advance License, RODTEP and EPCG license.**

### **PROFESSIONAL EXPERIENCE (2):**

**Organization** : **SANGHI INDUSTRIES LIMITED, (Cement Division ),**  
**Duration** : **Worked with SANGHI INDUSTRIES LIMITED, from July 04, 2005 to July 07,2008, Corporate Office, Ahmedabad**  
**Designation** : **Dy. Manager (Exim- Export /Import )**

#### **Brief Description of Job Profile:**

- International Trade, all commercial activities related to Export -Import and Logistics
- Handling of Export-Imports Bulk vessel as well as Containerized cargo at various Ports like Pipavav, Kandla, Mundra and Nhava Sheva Port.
- Handling of export-Import vessels along with documentations including cement and Cement Clinkers, Coal Imports and Project Cargo -Eng. Items.

### **PROFESSIONAL EXPERIENCE (3):**

**Organization** : **GUJARAT AMBUJA CEMENTS LIMITED, (Cement Division )**  
**Duration** : **Worked with GUJARAT AMBUJA CEMENTS LTD, Veraval ( Gujarat) from October'2002 To June 30,2005, Corporate Office,Muldwarka,Veraval**  
**Designation** : **Commercial Officer (Export, Import & Logistics )**

#### **Brief Description of Job Profile:**

- International Trade, all commercial activities related to Export -Import and Logistics
- Coastal Movement of Bulk Vessels for Cement at Muldwarka Port.
- Handling of export-Import vessels along with documentations including cement, coal and Furnace Oils.
- Import clearance under Advance License and Various capital Goods under EPCG license.
- Port Operational Activity of Muldwarka Port (Captive Port), Veraval and Handling of Gujarat Maritime Board (GMB).



**ACADEMIC QUALIFICATION:**

Sr.No	Particulars	Details
1	<b>High School (10)</b>	1990: GIC, Sultanpur (Science group) with 63% Marks.
2	<b>Intermediate (10+2)</b>	1992: GIC, Sultanpur (science group) with 57.5% Marks.
3	<b>Graduation</b>	1997: Bachelor of Arts from University of Allahabad with 53.18%
4	<b>PGDCA</b>	1999: Post Graduate Diploma in computer Application Working knowledge of Systems applications & Products in Software 'SAP' Open & E-Tenders and Reverse auction
5	<b>MBA (Marketing/HRD)</b> Major –Marketing, Minor - HRD (Post Graduation)	2001: <b>Masters in Business Administration</b> from Ch. Charan Singh University, Meerut with 67% Marks. This course covers the Indigenous and International Marketing/Foreign Trade ).
6	<b>PGDSCM&amp;L</b> (Post Graduate Diploma in Supply chain and Logistics Management)	2024: Indian Institute of Material Management (IIMM), Baroda (Distance Learning Course), First Class with Distinction <b>(June 2022- June 2024)</b>

**Other Certification Course: To Improve the Knowledge & Skills**

Sr.No	Particulars	Details
1	Diploma in Shipping & Logistics Management	<b>4 Months:</b> 22 <sup>nd</sup> July to 4 <sup>th</sup> November, 2007, AMA (Ahmedabad Management Association, A 'Bad ) Awarded on 20 <sup>th</sup> Jan'2008 .
2	Internal audit Training Programme on Integrated Management	<b>4 Days:</b> 20 <sup>th</sup> -23 <sup>rd</sup> June'2011 Certified Internal ISO auditors
3	Strategic Procurement Organized by Ahmedabad Management Association	<b>2 Days :</b> 14 <sup>th</sup> & 15 <sup>th</sup> March'17 ,AMA ( Ahmedabad Management Association, A 'Bad
4	Leadership Excellence and Interpersonal effectiveness programme organized by IIM, Calcutta	<b>3 Days :</b> 18 <sup>th</sup> April'19- to 20 <sup>th</sup> April'19
5	e-Procurement system for Vigilance and Transparency,	<b>3 Days :</b> 21 <sup>st</sup> -23 <sup>rd</sup> August'19 Institute of Public Enterprise, Osmania University campus, Hyderabad.
6	Leadership Intervention Programme Organized by Naman Integrated Services, BOLT, Lite	<b>4 Months Course-</b> 21st December to 22nd April'22
7	Shipping and Charter Party agreement Contracts, Mumbai	<b>2 Days (28<sup>th</sup> to 29<sup>th</sup> April'22, International Business Conference Capt. Pankaj Kapoor</b>
8	Focus on Safety leadership for ESG Excellence (Participation Certificate)	MD GACL-Mr. P Swaroop, IAS' 2024

**PROFESSIONAL ACHIEVEMENTS: COMMERCIAL SKILL/ CORE COMPETENCY**

## SOFT SKILLS

Leadership	TeamWork	QuickLearner	Challenging	Innovative	Collaborative	Flexible	Optimistic
UnderPressure Management	Enthusiastic	Accountable	Integrity	Self-Disciplined	Supportive	Initiator	
Hard Working	Presentation Skills	Problem Solving Skills	Decision Making Skills	Mentoring			

## PERSONAL PROFILE:

Sr.No	Particulars	Details
1	Date of Birth	July 18, 1975
2	Father's Name	Shri Arimardan Singh
3	Marital Status	Married, Wife: Self Employed , Two Children ( 1Boy & 1 Girl),
4	Sex	Male
5	Language Known	English, Hindi
6	Interest	Reading, Games, Music, Visiting new places
7	Strengths	Leadership, Effective Team Management Ability, Self-discipline, Result orientation, Honesty, Hardworking, Risk-taking ability, Ability to effectively mix with people & consider myself to be a person of networking. <b>I am sound believer of 'If given an Opportunity one can create miracles, nobody is a born exceller.'</b>
8	Weaknesses	Impatience towards results and outcomes.
9	Permanent Address	H.NO-3, Onyx Villa, Behind Saurabh Park, Near Samta, Kunal Cross Road, Gorti -4, Subhanpura, Vadodara,Gujarat-390023.
10	Passport Number	K 5886161
11	Drawing Salary pa	<b>Rs.34.38 Lakhs (Rs.29.20 Lakhs + Rs.5.18 Lakhs per annum)</b>
12	Benefit Other than Salary	Car Facility – 12 Lakhs (5 Years) + Petrol Allowance: Rs.23,200 per Month (Rs.2.40 Lakhs pa + Rs.2.78 Lakhs = Rs.5.18 Lakhs pa  Medical Benefits (Hospitalization/Non-Hospitalization) including Dependents, Canteen, Telephone, Employee suiting/Shirting.
13	Country Visited	Jordon
14	Expected Salary	As per Company Policy /Min 40-50% Growth being working in Promoted by Gujarat Govt Company (State Public Sector Unit)
15	Preferred Location	India & Abroad.
16	<b>Member of Professional Organization: Indian Institute of Materials Management (IIMM, Vadodara)- Life time membership No. L/7175/BR.</b>	

(HARSHVARDHAN SINGH)