

Mohanraj R

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Objective

To seek a challenging environment that fosters both personal and professional growth, particularly in international procurement, contract administration, and supply chain management. I aim to leverage my skills and expertise to contribute to the success and growth of an organization while aligning with sustainable procurement practices and delivering high-value solutions. My ultimate goal is to be part of an innovative, competitive world, ideally within a global organization such as the Shalimar Paints.

Professional Experience

Senior Executive – Procurement Section (Supply Chain Management & Import Export Payment)

Office of IC&SR, Indian Institute of Technology Madras

November 21, 2019 – Present

- Handle procurement activities including tender publishing, supplier evaluations, and managing procurement portals such as CPPP and GeM.
- Lead import and export payment processes, manage LC shipments, wire transfers, and vendor relations, while coordinating closely with clearing agents, airlines, and suppliers.
- Demonstrate strong contract administration skills, managing vendor agreements, customs documentation, and ensuring compliance with procurement policies in financial transactions.
- Manage project budgets, ensuring timely submission of bills and payments, while providing detailed MIS reports and project updates to senior management.
- Extensive experience in negotiating terms and managing contracts with vendors, ensuring quality and timely procurement.
- Collaborate with government sectors to ensure proper allocation and disbursement of funds for procurement, adhering to financial guidelines and transparency practices.

Key Achievements:

- Successfully coordinated procurement and logistics for multiple projects, ensuring timely and cost-effective delivery.
- Developed and implemented strategies that enhanced procurement efficiency and improved vendor performance.
- Managed the clearance of international shipments, ensuring compliance with legal and policy requirements.

- Contributed to the management of sustainable procurement practices, including preparing duty exemption certificates and NOCs for re-export consignments.
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Educational Qualifications

- **M.Com (Master of Commerce)**
Vivekananda College, Thiruvudakam – 2019
 - **B.Com (Bachelor of Commerce)**
S.I.V.E.T College, Gowriwakkam – 2017
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Technical Skills

- **Procurement Systems:** Proficient in Central Public Procurement Portal (CPPP), Government e-Market (GeM), and E-Procurement & E-Publish Portal.
 - **Procurement Procedures:** In-depth knowledge of GFR 2017 (General Finance Rules) and International Procurement Standards.
 - **Customs & Import/Export Management:** Skilled in using Icegate for customs duty payments and handling logistics documentation for both courier and cargo shipments.
 - **Contract Management:** Experience in drafting and administering contracts in compliance with procurement policies.
 - **MS Office:** Advanced proficiency in Excel, Word, and other MS Office applications for financial reporting, analysis, and presentations.
 - **Software Experience:** Familiar with IITM workflow portal & IC&SR Thula software for project management.
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Interpersonal Skills

- Strong collaboration skills in working with multicultural and multidisciplinary teams.
 - Effective communicator with the ability to advise senior professionals and manage relationships with diverse stakeholders.
 - Proven ability to manage complex procurement tasks under tight deadlines, ensuring high-quality results.
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Personal Details

- **Date of Birth:** 14th May 1997
- **Father's Name:** Raja
- **Nationality:** Indian
- **Marital Status:** Single
- **Languages Known:** Tamil, English

Declaration

I hereby declare that the information provided above is accurate to the best of my knowledge, and I take full responsibility for its correctness.

Date: 10.02.2024

Place: Chennai

(Mohanraj R)