

Dharmesh Khatri

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PROFESSIONAL SUMMARY

- ◆ Over **4.5 Years** of work experience in Capital Projects, Procurement (Capital Re-sourcing) and Project Management.
- ◆ Procured capital items and negotiated contracts worth **\$22 million**.
- ◆ Worked in **SAP R/3 4.6** and **SAP ECC 6.0** environment and have in depth knowledge of **P to P (procure to pay) business process**
- ◆ Project planning and execution; budget control and monitoring; procurement cost reductions.
- ◆ Created **project builder** and **WBS structure** for individual project in Project Systems using **PS module**.
- ◆ Strong understanding of SAP materials management functionality and general vendor and material management operations processes.
- ◆ Coordinated with IBM team and participated as a core member for the MM functions while upgrading SAP to ECC 6.0 Version
- ◆ Significant experience working in SAP interface with Engineering / Warehouse / Finance and working on **Material Management (MM) and Project Systems (PS) modules** and **Microsoft Project**.
- ◆ Significant experience working in **cGMP, Clean room** environment used in pharmaceutical company

EXPERTISE

SAP R/3 4.6 and ECC 6.0

Order Placements

Cost Savings

Process Improvement

Business requirements

Budget control (Planned Vs Actual)

Negotiations

Project Management

Capital Re-Sourcing

Forecasting (Reducing inventory)

Planning & Scheduling

Documentation

EDUCATION

University of Texas at Arlington, Arlington, TX

MS in Engineering Management

May 2012

University of Pune, India

Bachelor of Engineering-Mechanical Engineering

2002-2006

PROFESSIONAL EXPERIENCE

CODE at University of Texas, Arlington

June 2011-Present

Program Manager

- ◆ Collecting business requirements; **conducting designing and prototyping**; and budgeting, planning and scheduling the projects.
- ◆ Developed an understanding of different **software development life cycle models** and understanding the core concepts of collecting business requirement, analyzing the requirement, designing, prototyping, implementation, unit testing, integration and system testing.
- ◆ Project management and implementation support for the ongoing and new projects.
- ◆ Inter-linked projects to utilize resources **reducing the downtime** of resources by 18%.
- ◆ **Documenting** the business requirements and change requests.
- ◆ Liaising with the end user, client and within team to ensure delivery of ultimate business objectives.

Lupin Limited, Mumbai, India

Aug 2008-July 2010

Executive-Projects

- ◆ **Developed procurement plan** for the new projects across **7 sites** of Lupin Limited.
- ◆ Floated enquires and sent **RFQ/ RFP** to vendors.
- ◆ Procured equipments and materials for various green field projects across 7 locations of Lupin Limited. Procured process equipments which includes reactors, centrifuges, filters, dryers, heat exchangers, tanks, receivers; Electrical items such as MCC and PCC panels, LDB, PDB, HT and LT cables, instrumentation cables, light fitting-FLP and NFLP, electrical fittings, UPS, valves, safety items and many more.
- ◆ **Negotiated and awarded** civil, mechanical, HVAC, electrical, IT, communication and instrumentation materials and service contracts as per the BOM designed and finalized by the project consultant. Average **annual savings for \$1.2 million** after negotiations.

- ◆ Scrutinized and approved quotations obtained from suppliers based on the finalized technical specifications and preparing a technical and commercial comparison sheet for every material to be procured.
- ◆ Negotiated with suppliers, planned and executed purchase orders using SAP within the stipulated time limit to ensure timely delivery of equipment and materials at site.
- ◆ Checked for goods receipt, excise availing and verified the invoice to process the payments to the vendors.
- ◆ **Forecasted demand** of pipes, pipe fitting, steel, cement, cables and other small items so as to reduce the inventory costs, avoiding thefts and misplacing the materials on site. **Cost savings of \$100K** compared to previous years cost incurred for reordering materials due to misplacement and theft.
- ◆ Facilitated problem-solving meetings to ensure smooth progress of the project.
- ◆ Monitored market trend by effective co-ordination with suppliers. Identified alternate suppliers & ensured no stock outs.
- ◆ **Standardized materials** used across all sites of Lupin Limited, which **generated savings** of minimum \$10K annually.
- ◆ Maintained the excel file tracker & physical files of the purchase orders for easy access and references for future requirements and audit purposes

Dr Reddy's Laboratories, Hyderabad, India

Aug 2006- Aug 2008

Junior Manager-Projects Procurement

- ◆ Budgeted projects and created project in **SAP using PS module** and generated **WBS** for project in SAP.
- ◆ Froze user requirement specifications (URS) as per the process requirement. Created **BOM** based on **P&ID**.
- ◆ Raised purchase indents through **mySAP live portal**, received quotes, made technical and commercial comparison sheets.
- ◆ Verified and approved contractors running invoices and coordinated with payables for smooth payments of the contractors.
- ◆ **Inspected equipment**; expedited and followed up with suppliers for timely delivery of materials.
- ◆ Made reservations for good and materials, checked for good receipt number (GRN) and payments made to vendors in SAP.
- ◆ Raised service entries for the service orders for the running invoices received and verified after execution of work.
- ◆ Tracked project progress using **budgetary control (Budget Vs Actual)** and generated various reports using SAP.
- ◆ Coordinated and assisted IBM team to identify the open purchase order (PO), close the orders and successfully transferred the active PO and ensured smooth flow for the project while **transition from SAP 4.3 to SAP 6.0**.
- ◆ **Created training plans** and provided training formally and informally to the user groups on SAP.
- ◆ Maintained a tracker for individual project by accumulating various data from SAP.
- ◆ Assisted in master creation of materials and service code creations.

ADDITIONAL SKILLS

- ◆ Proficient in using **SAP MM & PS module, MS Office, MS Project, MS Visio, ActiveCollab, Crystal Ball, AutoCad and Lotus Notes.**
- ◆ Pursuing **Project Management Professional (PMP) certification**; expected in June 2012

PERSONAL SKILLS

- ◆ Ability to learn and adapt quickly.
- ◆ Excellent problem solving and interpersonal relationship skills
- ◆ Ability to communicate effectively- verbal and written; with technical and non-technical members, vendors and clients.
- ◆ Expert in providing analytical support.
- ◆ Ability to work in team and independently under minimal supervision.
- ◆ Excellent leadership, training and documentation skills.

REFERENCES

On request