



# Pankaj Gautam

Deputy Manager Procurement

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## Professional Summary

I am a detail-oriented and result-driven professional with over 6 years of extensive experience in project procurement, estimation, costing, and operations for large-scale government and cultural infrastructure projects across India. I possess expertise in budget management, contract negotiation, and supplier relationship management, successfully reducing costs and ensuring quality and timely execution of projects. I aim to leverage my skills and experience in a challenging role within project management

## Education

### Master of Technology [M.Tech]

DCRUSTM UNIVERSITY,MURTHAL,  
SONEPAT 2016-2019 , 6.58 SGPA

### Bachelor of Technology [B.Tech]

DCRUSTM UNIVERSITY,MURTHAL,  
SONEPAT 2012-2016 , 7.0 SGPA

## KEY STRENGTHS

- Strategic Sourcing & Vendor Management
- End-to-End Procurement Oversight
- Cost Optimization & Budget Control
- Contract Management
- Cross-Functional Coordination
- Inventory & Supply Chain Management
- Problem Solving & Negotiation Skills
- ERP & Procurement Tools

## SKILLS

- ERP
- MIS
- MSOFFICE
- AUTOCAD
- SOLIDWORKS
- Procurement Planning
- Strategic Planning
- Supplier Negotiation

## GOVERNMENT PROJECTS

Various Major Projects

Key projects executed related to infrastructure development and procurement management

- Tropic of Cancer Science Park, Gujarat
- Guwahati Smart City Limited Project, Assam
- Sarpura Safari Park in Jodhpur
- Begum Hazrat Mahal Project in Lucknow

## Professional Experience

### Procurement Manager

#### Innovatiview

June 2022 – Present  
Noida, U.P

Innovatiview Technologies Pvt. Ltd. a sister concern company of Innovatiview India's leading public experience company, transforming how people engage with education, culture, and civic spaces through innovative infrastructure, technology, and design. The company has successfully executed multiple government and cultural projects across India.

- Managed end-to-end project procurement, vendor negotiations, and material supply for multiple government projects
- Supervised on-site execution involving civil, electrical, HVAC, and artistic works ensuring timely completion and quality compliance
- Coordinated with design, engineering, and creative teams for installation of large thematic structures, sculptures, and museum exhibits
- Oversaw lighting, fountain, HVAC, and electrical commissioning works including DG sets, transformers, and control panels
- Contributed to content and audio-visual setups for museum and exhibition projects
- Managed fabrication and installation of furniture, signage, CCTV, and workstation setups in public and commercial spaces
- Ensured compliance with safety, quality, and environmental standards across all projects
- Led negotiations with key vendors to secure favorable terms and conditions, ensuring compliance with regulations
- Utilized contract management best practices to ensure compliance and maximize contract value
- Coordinated with cross functional teams to align procurement objectives with organizational goals
- Successfully managed multisite procurement operations, ensuring alignment with corporate policies and objectives

### Purchase Engineer

#### Castex Technologies Limited

June 2019 – June 2022

Castex Technologies Limited is engaged in the manufacturing of machining components like Stem Comp. Steering For Two wheelers Fork & Yolk for Tractors .

A prominent player in the procurement space for engineering projects

Customer of Company are :

- Honda Motorcycle & Scooter India Pvt. Ltd.
- Hero Motocorp Limited
- CNH Industrial India Pvt. Ltd.
- JCB India Limited John Deere

- Tourist Facilitation Centre Project in Lucknow
- Joggers Park Project in Lucknow
- Buddha Theme Park in Kushinagar
- Shri Atal Bihari Vajpayee Cultural Centre
- Shaheed Bhagat Singh Memorial in Khatkar Kalan
- NTA Exam Centers across Delhi, Jharkhand, Noida (Sec-64), Manipur
- Toyota Workshop in Narela
- Lease Property Renovation in Noida Sector-59

#### Key responsibilities:

- Updating Daily MIS Report & Monitoring Daily Production And Dispatch Report.
- Item code generation with specification.
- Planning of payments to suppliers as per terms & condition.
- Inventory monitoring & Maintain minimum stack level.
- RM Schedule Preparing according to customer demand and Follow up far the Material
- PRS receiving & RFQ (ALL PR to PO activities with procurements
- Adopted supplier management methodologies and purchasing strategies to secure improved prices.
- Monitoring Job work and raw material supply from vendors through ERP.
- Managed vendors and suppliers to meet objectives related to cast, delivery performance and schedule.
- Maintained and followed up with qualified vendors and suppliers about open purchase orders and prospective orders.
- Negotiated lead–time, cost and quality to obtain maximum company benefit.
- Supported purchase efforts and negotiated best payment terms and contract conditions to maintain high level of integrity.
- Sorting the issues of vendor like payment by reconciling the accounts on monthly basis and providing every detail of transaction, rejection, short payment etc.
- Maintained documentation for all purchases.
- Maintained effective and lasting vendor relationships through dynamic communication, collaboration and intelligent questioning skills

## LANGUAGES

- English
- Hindi
- Punjabi

## Personal Details

- Name :– Pankaj Gautam
- Father Name :– Mr. Sunil Dutt Gautam D.O.B :– 30/08/1993
- Gender :– Male
- Nationality :– Indian
- Marital Status :– Married
- Notice Period :– 30 Days
- Permanent Address :– H.No–110 , Tikri Khurd,Delhi Pincode :- 110040

## DECLARATION

The information furnished above is correct and true to the best of my knowledge.

Date :-

Pankaj Gautam

Place :-

Signature