

# SANDEEP G NAIR

## Sr.Manager Finance Controller-Procurements

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📍 Cochin, Ernakulam District, Kerala, India 📅 1982-04-13

### Profile

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☑ Deft in Procurements & Contract Management, Commercial Operations, End to End Supply Chain Management Techno-Commercial evaluations, Order Management, Inventory planning, Material Management, Vendor Negotiation & Sourcing, Custom Clearances & Import duty payments, Logistics & Warehouse Operations.

☑ Adept in managing service functions & streamlining the working standards operating system for enhanced operational effectiveness.

☑ Hands on experience in SAP-MM,PS/Oracle ERP modules activities including Purchase order creation, Purchase requisition and Indent process, GRN, Goods issue, MRN & service entry process. WBS creations, Project scoping, estimation, planning, finalization of technical / functional specification, resource administration and quality management for the projects in SAP Project system.

☑ An enterprising leader with proven dexterity in leading and directing personnel towards accomplishment of a common goal.

☑ An effective communicator with excellent relationship management skills and strong analytical, leadership, decision-making, problem solving & organizational abilities.

### EMPLOYMENT RECITAL

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**Sr.Manager Finance Controller-Procurements, Wonderla Holidays Ltd.**

08/2024 – Present

Reporting: CFO

Bangalore

Procurement Process Optimization Implement cost-saving initiatives and process improvements in procurement process. Collaborate with procurement teams to develop efficient purchasing strategies. Work Closely with Corporate & Branch Procurement team members in managing the standard procurement & financial compliances. Support and Facilitate for the process improvements and is responsible to drive the overall internal control process for Procurement function. Internal Controls & Audit Support Establish and enforce internal controls to prevent financial leakages in procurement. Support internal and external audits by ensuring transparency in procurement transactions.

Stakeholder Collaboration Work closely with procurement, finance, and Engineering & operations teams to align financial strategies with procurement goals. Advise Senior management on procurement cost implications and financial risks while monitoring the PO approval process.

Supplier and Contract Management Assess procurement contracts for financial feasibility, cost implications, and risk factors. Monitor & approve the New supplier/Vendor onboarding process.

Compliance and Risk Management Ensure procurement activities comply with financial policies, internal controls, and regulatory requirements. Mitigate financial risks by evaluating supplier contractual pricings/Commercial terms & conditions and enforcing contractual compliance. Implement fraud prevention measures, including supplier due diligence and approval controls.

Financial Reporting & Analysis Prepare and present financial reports on procurement spending and cost trends. Inventory Analysis Conduct vendor performance evaluations on yearly basis

Budgeting and Cost Control Analyse variances between actual spending and budgets, identifying cost-saving opportunities. Ensure procurement expenditures align with financial forecasts and business needs .

**Sr.Procurement Lead(P2p Process),**

09/2022 – 07/2024

*EGC Global Services(EWIE Group of Companies)*

Kochi

EGC GLOBAL SERVICES(EWIE GROUP OF COMPANIES),Info Park Campus , Kochi

Reporting: Operations Head

Handling the end to end Procure to Pay and Order 2 Cash Process for Europe Operations

Leading the Procurement Team for Europe Operations

Cross functional coordination's with Teams and Key Account Managers in Europe

Managing the Customer Ordering Process and Buyer Life cycle management Process

Review the Purchase Requisitions/Customer Orders/EDI orders and identify the supplier to source the PO

Create Purchase Orders against all the Customer Orders received based on the Buyer SOP's

Coordinate for Approvals with the Senior Management team

Maintain the Supplier/Customer Master Records and updation/additions in the ERP systems

Advise for Customer Order modifications /Change Orders if required

Handling the New Projects Transition and migration Process

Project Coordination's and Review process with KAM's in Europe and Senior Management team

Responsible for Supplier Payment(AP) s and Customer billing(AR) as per the Contract terms

Handling all the Dispute managements coming under AP's and AR functions and support them to process the Invoices

Maintaining Master trackers/Shared email boxes .QA trackers and ensure team is updating the same and ensuring escalation matrix is being followed

Coordinate With QA Lead for all Customer Order Process/P2P Operations related quires and escalations

Responsible for conducting Bi-Weekly Teams meeting with all respective Customer KAM's /Site Managers with PPT's

Daily Stand up meetings with Procurement team

**Category Senior Buyer-ECommerce, Alphabet deal Pvt Ltd**

09/2021 – 08/2022

Alphabetdeal.com, Cochin

Cochin

Reporting: CEO/Founder, New Jersey ,USA.

Handling end to end Product management and Buyer functions

Managing Products category management, buying and Selling

Negotiations with the sellers and Partners and onboarding the trending products in the market place.

Ensuring the right products are bought based on analysis of the previous sales reports and current consumer trends.

Developing new strategies for the product pricings and placement and promotion.

Managing the design targeted promotions, manage partners including sellers and brands

Driving the major changes or enhancement for customer experience.

Driving and Influencing category needs based on competitive trends in the marketplaces

Manage product launch calendar and work closely with Ecommerce Assistant to get products set up and validated on site.

Work closely with Buyers to track incoming inventory, manage delays, and determine what goes up on pre-order.

Work closely with customer service teams and product reviews/on site Q&A to be alerted of any product callouts and adjust accordingly to maintain a positive service experience.

Research and launch new items

Strategically define and execute projects to drive revenue and gross profit

Interpret data, reports, and industry news to anticipate category trends

Generate creative and effective ideas for marketing, including product packaging, content for our digital/Ecommerce platform, sales campaigns, and more

Collaborate across multiple departments (sales, finance, supply chain, etc.) to communicate details of new products

Understand the customers of our various distribution channels and determine the best selling strategy and logistical structure for each

Create new business reports

Vendor/Partners Management

**Manager-Commercial Operations, RB Telecom Solutions**

10/2020 – 08/2021

RB Telecom Solutions, Cochin

Cochin

Handling end to end Business and Commercial Operations, Administrative Operations of Company

Single point for Client Management

Vendor & Supplier Management

Contract Management for Project Operations in Telecom & Power Transmission sector

Project Management Operations -L&T and Sterlite Power Projects and Reliance Jio Kerala ,Karnataka circle

Billing & Revenue Management

**Manager-Commercial Operations, Unitac Group**

01/2020 – 09/2020

Unitac Group, Cochin

Cochin

Handling entire Commercial Operations of the company

Client Management

In charge for all Contract Management and Purchases

Leading Project Management Operations for Telecom & Power Transmission Projects -L&T, Reliance and Sterlite Power.

Authorized for approving vendor bills and Payment process

Handling all Admin, maintenance and Project Vendors and Suppliers of the Company

-Vendor Management

**Sr.Team Leader-Procurements & Contracts, Reliance Jio infocomm**

03/2015 – 12/2019

Reliance Jio infocomm (Telecom Networks & Infrastructure Projects), Cochin

Cochin

Reporting: State P&C Head, GM –Procurements & Contracts

☒ Procurement and Contract Management of Tower & Other infra-structure and O&M contracts for Reliance G Projects.

☒ Leading Tower/Infra-structure contracts management vertical in Circle P&C Function

☒ Contracts Management of Tower Construction & other infra, small facilities

☒ G Materials Planning for RG Infra/Mast Construction/Optic Fiber Projects.

☒ Purchase of local B class materials

☒ Contract management of all O&M, AMC services.

☒ Preparation of Note for approvals/Business case approvals

☒ Vendor Negotiation & Sourcing-materials and services.

- ☒ Prepare and circulate Periodic MIS/SAP reports
  - ☒ Releasing PO/Work orders and Contract Orders in SAP.
  - ☒ Commercial Agreement and Contracts renewals as per NHQ guidelines.
  - ☒ P&C SPOC and Central Coordinator for In building solutions Projects
  - ☒ Vendor/Contractor Management & development.
  - ☒ Close coordination with Project execution team, Engineering Dept, Warehouses and Finance team.
  - ☒ Conduction of monthly vendor/strategic partners meet in different zonal office locations.
- Special SPOC & Member of Core Team for Reliance Jio Lakshadweep VSAT & Tower Projects

**Sr. Executive-Materials Planning/SAP, Idea Cellular Ltd**

09/2008 – 12/2012

Idea Cellular Ltd, Maharashtra & Goa Circle, Pune

Pune

Reporting: DGM-Commercial

- ☒ Procurement and Contract Management of Materials & Services.
- ☒ Networks Materials Planning
- ☒ Contract management of all O&M, AMC services.
- ☒ Vendor Negotiation & Sourcing-Local & import materials and services.
- ☒ Prepare and circulate Periodic Procurement MIS reports
- ☒ Active & Passive AMC updations/reconciliations and issue of PO.
- ☒ Renewal of Networks Contracts & Agreements-both active & passive infra services.
- ☒ Commercial Agreement renewals
- ☒ Responsible for Procurement & Contracts of NLD lease line and internet bandwidth.
- ☒ Procurements of OFC/Class-B infra materials for networks rollout.
- ☒ Responsible for entire Materials Planning, Inventory control & Logistics of core & Class-A equipments and Wi-Fi/ILL services.
- ☒ Coordination with Corporate Commercial & other cross functional team.
- ☒ Validate the purchase requisitions (PR) from User Departments
- ☒ Preparing RFP/RFQ and invite quotes from vendors
- ☒ Preparing comparative statements of the quotations received from vendors to select best source of supply
- ☒ Initiate all necessary approval notes & documentation for placement of Purchase orders
- ☒ Track and monitor savings generated through vendor development, negotiations, part development/product substitution or any other such initiative
- ☒ Ensuring conversion of PR to PO (Purchase Order) with minimum turnaround time
- ☒ Develop local and foreign vendors for Active and Passive items for Networking/ RF components
- ☒ Track and manage Import shipments in coordination with Vendors, Freight forwarders and C&F agents
- ☒ Validation of Freight forwarders and C&F invoices.
- ☒ Reconciliation of Open Purchase orders and ensures closure of unutilized PO as per TAT.
- ☒ Ensuring and maintaining the monthly Capex inventory value below the KPI in coordination with end user team.
- ☒ Coordinate with Banks and Accounts team for foreign remittance to vendor accounts
- ☒ Follow up with vendors to ensure on time material/service delivery
- ☒ Coordination with warehouse for material requirement planning, Goods Inward and resolve logistics issues

- ☒ Ensure vendor payments on time in coordination with accounts and finance teams
- ☒ Monitoring vendor performance issues
- ☒ iSupplier Purchasing portal management
- ☒ Conducting E Bids at Hub/Circle level for non RC Procurements like OFC
- ☒ Minimize escalations through resolving trivial day to day procurement issues with Accounts, Stores and User departments
- ☒ Coordinating for all other procurement activities as required by the Circle Commercial Head

**Sr. Executive-Materials Planning/SAP, Dishnet Wireless Ltd. (Aircel)**

01/2007 – 08/2008

Dishnet Wireless Ltd. (Aircel), Kerala

Cochin, Kerala

- ☒ Handling Inventory planning & Techno Commercial activities of Aircel 2G/3G Network.
- ☒ End to End Support in Material Planning & Inventory control and Order Management Process.
- ☒ Project Management Operations and Coordination.
- ☒ Forecasting and Planning of Annual Operations Budgets for Rollout
- ☒ Controlling Network Capex/Opex and monitoring AOP Budget Utilizations.
- ☒ Handling OPEX (Operational Expense) Bills and ensure that the costs are in control and processing the bills within the period of time
- ☒ Liasoning with all project stakeholders on an ongoing basis.
- ☒ Review, Analyze and Control the Inventory levels.
- ☒ Cross functional Coordination.
- ☒ Responsible for Order Placement Timing, Supply / Demand Alignment, Material Replenishment and Supplier Performance
- ☒ Development of Alternate vendors & new vendors for Supply of materials & services.
- ☒ Preparation of Business Case/Approval Notes
- ☒ Make Rate Analysis & Rate Contract Approval from Corporate & Acceptance from vendors & Execution.
- ☒ Overall Procurements Coordination & Support, Commercial negotiations & Contracting Process.

**Project Coordinator –Material Ordering, Ericsson India Pvt. Ltd.**

01/2006 – 12/2006

Ericsson India Pvt. Ltd., Cochin

Cochin

- ☒ Coordinating with Customer SCM Dept. for timely procuring of POs of Project Materials
- ☒ Vendor Management
- ☒ Procurement & PO Management
- ☒ Material planning & inventory management
- ☒ Project Management Operations Support
- ☒ Customer Handling.
- ☒ Circle Project/Rollout Coordination
- ☒ Coordinating for Customer Purchase Order Process with SCM Dept. of Customer.
- ☒ Oversees the efficient processing of all customs documentation's.
- ☒ Manage the performance of all client contracted forwarders and work closely with them to resolve any transportation related issues
- ☒ Coordinating with Business Control team & CPD, COD of Ericsson for uploading the materials in SAP.
- ☒ Preparation of Order Acknowledgement forms, Pre-Requisites, Order Booking Templates etc for Material Ordering.

☒ Coordinating with Ericsson Ware house for timely dispatch of materials which was ordered.

**Asst. Manager-Commercial/Materials, Bharti Airtel Ltd.**

01/2004 – 12/2006

Bharti Airtel Ltd., Cochin

Cochin

☒ Over all Coordinator role in the Airtel Network Services Wing.

☒ Worked as Technical Support Executive in Airtel Technical Support Group (Switch).

☒ Coordinating with Ericsson FM Engineers in resolving Customer Coverage Issues

☒ Overall Co-ordination of Commercial activities, which is related to Network Opex.

☒ Coordinating with BSNL Consultant in Payments of IUC, Rents and Port Charges.

☒ Preparing EB/ DG Reports of Sites and Coordinating for timely payment of EB of sites in all cluster

☒ Coordinating with Telecom Vigilance Dept. for Providing Updated Cell Sites details on monthly basis

☒ Worked as Customer Relation Executive (Billing & Collections)

## **EDUCATIONAL/ACADEMIC DETAILS**

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**Post Graduate Diploma in Materials Management (Faculty of Engineering & Technology), Annamalai University**

**BCom.Computer Application, Mahatma Gandhi University**

**PDC, Mahatma Gandhi University**

**SSLC, St. George High School**

Ernakulam

## **Key Deliverables**

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- Overall P2P and O2C Operations
- Techno-Commercial Operations
- Contractor/Vendor Management
- Material Planning
- Custom Duty Process/Import Shipment Clearance coordination's
- Purchase Order Management in ERP(SAP/Oracle)
- Commercial Agreement & contracts renewals
- Coordination with Corporate Commercial & Finance team.
- Proposing sub contracting agreements
- Managing supply & service contracts
- Procurement and Contract Management, Purchase Management, Supply Chain Management
- MIS reporting to management
- Vendor Negotiation & Sourcing and Pricing
- Inventory Management/Logistics
- Transporter Coordinations
- Floating RFQs/RFPs
- Spares Optimization and monitoring
- Drawing up,proposing and negotiating contracts for materials, Services and other equipments.
- Identifying and disposing of scrap/Non movable/Obsolute materials
- Audit Process Compliances

## Certification Courses/Programmes

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- Executive Certification Programme (CEP) through IACT Delhi in Operations and Productions Management from Indian Institute of Technology Delhi
- Project Management Certification(2.1) from ESI International
- GNIIT from NIIT (3year Graduate Certification course )
- Diploma in Computer Applications

## Trainings

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**SAP MM & PS Training** Bangalore  
held at Ericsson Bangalore

**SAP MM Advanced Training** Gurgaon  
held at Gurgaon.

**Inventory mangement & SAP Project System control training** Coimbatore  
at Coimbatore.

**Impress@Aircel training** Cochin  
at Cochin.

### Training in Project Management

Attended Training in Project Management and scored 92% mark in the test.  
Attended training in “Effective Project Management” and Practiced MSP (Microsoft Project Tool)

**ESI-PMP training** Gurgoan  
held at Aircel Academy, Gurgoan

**MS Project Management training** Cochin  
held at Cochin.

## Rewards & Achievements

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### Pat on the back award Winner

for effective SAP management & Inventory/material management in SAP Passive migration Project in 2010

### ‘Bravo’ award

Received ‘Bravo’ award The outstanding performance during the 3G Rollout for effective material planning & logistics implementation -2011

### Appreciation

Appreciation for Completing and posting the Huawei Service entries in SAP against Phase-1,2 & 3 rollout services.

### Appreciation

Appreciation for completing all the Materials ordering of (Q1 –Q) against the given targets.

## Telecom Projects involved

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**Reliance Jio (RIL) R4G Projects** Kerala Circle  
Currently involved in Reliance Jio (RIL) RG Projects in Kerala Circle.

**Ericsson 2G and 3G Telecom Turn Key Projects & Networks rollouts** Cochin  
Ericsson 2G and 3G Telecom Turn Key Projects & Networks rollouts in Bharti Airtel, Cochin

**Huawei Telecom 2G and 3G Telecom Turn Key Projects & Networks rollouts** Cochin  
Huawei Telecom 2G and 3G Telecom Turn Key Projects & Networks rollouts in Airtel, Cochin

**Idea Cellular WiFi & Internet lease line projects** Pune city  
Successfully participated in Idea Cellular WiFi & Internet lease line projects in Pune city.

**SAP Passive Materials Migration Project** Gurgaon  
SAP Passive Materials Migration Project held at M/s Wipro Technologies, Gurgaon

**Project Lakshya (Project for increasing Roaming revenue)**  
Project Lakshya (Project for increasing Roaming revenue) was part of Ericsson Technical team in this Project involving in Location Update of all National and International Telecom Operators Sims.

**Tower Locking issue**  
Coordinated with Ericsson Switch Engineers in Tower Locking issue as per TRAI for PCO\ILD Phones of Airtel

**GTL Demerger Project 'Topaz'**  
Participated in GTL Demerger Project 'Topaz' –Successfully done Active & Passive infra migration- Dishnet Wireless Limited and Airtel Limited

## **Senior Managerial Assignments in Procurement & Supply Chain Management, Internal Procurement Compliance control, Procure to Pay, Order 2 Cash Procurements & Contracts Management**

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- A Techno-Commercial oriented professional with nearly 18 years of extensive & comprehensive experience in:

### **Category**

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#### **Team Management**

☒ Leading, mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of organisational business targets.

☒ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members.

## **Critical Competencies & Key Skills**

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- Good Techno Commercial evaluation skills, Supervisory Skills, ability to multi-task and meet deadlines, Strong hands on experience in SAP ERP Material Management and Project system & Oracle platforms, learning ability willingness to learn and desire to acquire new knowledge, Team handling ability & fast learner, Excellent analytical, critical thinking and strategic skills.