Profile of **Prasad A Nagpur**



# Professional Summary:

**Recent 5 Years’ as a Freelancer in**

**Translations/ Transcriptions/ Transliterations/ Interpretation/ Sub Titling / Language Training**

**among**

**ENGLISH < > TELUGU TAMIL < > ENGLISH TELUGU < > TAMIL**

**HINDI > TELUGU; TAMIL & ENGLISH**

**Prior to this, with Infrastructure projects PAN INDIA for 3 Decades with well-known MNCs viz., L&T ECC; SIMPLEX; AFCONS; GAMMON; ITD SKANSKA; IVRCL; BILLIMORIA; HYATT; IL&FS & OBEROI;**

**Key Skills: Procurement/ Inventory/ Stock Audits/ Tendering/ MS Office / Pay Roll / ERP Interests: Teaching / Training / Languages / Translations / Digital Media/ Education:**

# Education:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Specialization** | | **Source** | **Year** |
| **M B A** | **Project Management** | | **Alagappa University** | **2009** |
| **PG Dip** | **Materials Management** | | **Annamalai University** | **1995** |
| **PG Dip** | **English Language Teaching** | | **Annamalai University** | **2007** |
| **PG Dip** | **Advertising** | | **Annamalai University** | **1993** |
| **B A** | **Political Science, Public Admin** | | **Osmania University** | **1984** |
| **Diploma** | **Computer Program** | | **Thyagaraja College of Engg, MDU** | **1992** |
| **Diploma** | **Industrial Relations/ Labor Welfare** | | **NIHRD, Chennai** | **1993** |
| **Diploma** | **Film Appreciation and Journalism** | | **Madurai Kamaraj University** | **1993** |
| **Certificate** | | **Participation -E Com Specln** | **Amazon** | **2015** |
| **Certificate** | | **Translation studies** | **Times of India Group** | **2014** |
| **Certificate** | | **Editing/ Review (Films & Books)** | **Times of India Group** | **2014** |
| **Certificate** | | **First - Aid Practice** | **St. Johns Amb. Assn. Mumbai** | **2000** |
| **Certificate** | | **Safety at Heights** | **Skanska - ITD** | **2002** |
| **Certificate** | | **Content Writing Skills** | **B-Cube, Hyderabad** | **2015** |

## Core Competencies:

Comprehensive knowledge and work experience in ERP System; Carrying out ABC analysis & identifying relative, repetitive importance of procurements Effective Communication/ Negotiations/Reconciliation of Materials Vs. Cost Estimation;

Well exposed to ISO standards & its implementation in user departments; Group Motivation; Conducting Trainings; Workshops; Seminars Proficient in identifying areas of improvement & Implementing appropriate measures;

Strong understanding with Projects/ Infra Structures; Experience of working with companies with multi locations / employees Developing vendor for quality supplies at any time;

Devising efficient & innovative material support system across supply chain; Implementing cost saving measures to achieve reduction in raw materials cost; Adept at development of procurement strategies inventory management,

**Proficiency in Languages:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref:** | **English** | **Hindi** | **Tamil** | **Telugu** | **Kannada** | **Malayalam** | **Chinese** |
| **READ** | Yes | Yes | Yes | Yes | Yes | Yes | Ltd Prof. |
| **WRITE** | Yes | Yes | Yes | Yes | Yes | Yes | Ltd Prof. |
| **SPEAK** | Yes | Yes | Yes | Yes | Med Prof. | Med Prof. | Ltd Prof. |

## Projects’ Experience:

|  |  |  |
| --- | --- | --- |
| **Oct ’12 Onwards** | **PAN India Institutions** | **Project based assignments** |
| **Mar ’11 - Aug ‘12** | **B E Billimoria - HRB for Embassy** | **Coordinator - Resources** |
| **Sep ’08 - Jul ’10** | **Maytas/CEC/Emas-TN/AP/KN** | **Coordinator –Stores/ Purchase** |
| **Feb ’06 - Sep ’08** | **IVRCL-Madurai/KK NHAI** | **Manager- Stores /Procurement** |
| **Feb ’04 - Jan ’06** | **SSP Infra – Chennai, PAN India** | **Asst Manager-Stores/Purchase** |
| **Dec ’01- Nov ’03** | **Skanska (ITD) Vizag-Orissa, NHAI** | **Asst Manager- Execution** |
| **Feb ’00 - Nov ’01** | **Gammon India – Mumbai** | **Stores Officer - Projects** |
| **Sep ’95 - Feb ’00** | **BH&EL (Balaji Group), Hyatt Hotel** | **Officer - Stores /Procurement** |
| **Apr ’93 - Sep ’95** | **Afcons Pauling J V , TN -NHAI** | **Accounts & Admin in Charge** |
| **Apr ’88 - Mar ’93** | **Simplex Infra, TN/AP Project Sites** | **A/c & Commercial In Charge** |
| **Mar ’77 - Jan ’88** | **L&T- ECC, TN/AP Project Sites** | **Stores & Accounts in Charge** |

**Personal Details:**

Name in full : Prasad A Nagpur

Father’s Name: N D Appasundaram Achary) DOB : 01.07.1953 (Active & Energetic)

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