

Resume

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 **PROFILE SUMMARY**

* Over 14 years of experience in Operations, Vendor management, Procurement, Material management and Support function serving in the IT Hardware, Building construction industry as well as the manufacturing industry.
* Experience in local and International sourcing, procurement and supplier management in acquiring good quality products and supporting organization meeting the objectives
* Expertise in negotiating the prices and Price contracts ensuring profitability to the organization and contributed towards the growth of the organization.
* Approx. 40,000 numbers of material Inventory handled in Dell India Services Pvt Ltd
* Good experience in Inventory planning and forecasting the demand ensuring the timely delivery of materials
* Technical skills and hands on experience include Word, Excel, PowerPoint and SAP R3 MM module, SAP B1 purchase, Inventory module, TCS Ion ERP end user.

 **CORE COMPETENCIES**

Vendor Sourcing / Request For Quotation / Negotiations / Procurement Planning / Just-In-Time Purchase / Budget Estimation / Inventory Planning and Forecast / Inventory control / Supplier Relations / Supplier Payment Processing / Logistics coordination / Warehouse operations / Asset management / MIS Report

 **ORGANISATIONAL EXPERIENCE**

**Great Lakes Institute of Management as Senior Manager from** **Jan’13 To Till date**

**Key Result Areas:**

Forecast levels of demand for services and materials.

Manage vendor and supplier selection process based on price, quality, support, capacity and reliability. Negotiate contracts with suppliers to obtain best price and service.

Acquired and analyze quotations, proposals from suppliers. Quote comparison chart preparation.

Liaise between suppliers, manufacturers, relevant internal departments and customers

Evaluate bids and make recommendations, based on commercial and technical factors;

Keep constant check on stock levels.

Preparation of purchase requisition, Purchase order and order acknowledgement.

Follow-up material delivery schedule, Receipt, Inspection, GRN and supplier payment process.

Annual budget preparation and scheduling expenditures of operational purchase functions,

Assist to prepare and implement purchase policies and procedure,

Managing incoming & outgoing material activities to ensure accuracy, completeness and quality of material; Inventory management in ERP system and Manual Register.

Maintaining minimum stock level, average monthly consumption, Demand planning, Material forecast. Monthly cycle count and stock reconciliation. 5S Implementation.

Identify fast moving, slow moving and non-moving items.

Scrap disposal.

**Everonn Education Limited as Vendor Development Manager from** **Oct’ 10 To Dec’ 12**

**Key Result Areas:**

Manage complete purchase activities, vendor development, Negotiations, budget estimation, Material planning and sourcing of new material.

Developed new potential source and Negotiations.

Created vendor database for 230 new vendors with samples

Purchased materials according to specifications with Target price.

Order acknowledgement and arrange material delivery schedule.

Vendor payment process and follow-ups with finance department.

Annual Budget preparation and scheduling expenditures for 9 school projects.

Records management and MIS Reports

**Qmax Test Technologies Pvt Ltd as Senior Purchase Executive from Aug’ 08 To Sep’ 10**

**Key Result Areas**

Global purchase of raw materials for 100% EOU manufacturing company

Purchase order acknowledgement, material delivery to Singapore office and consolidate shipment delivery to India.

Purchased 4 crores material for batch production requirement.

Preparing annual budgetary requirements and cost reduction.

Global Sourcing and New vendor development

Negotiations and Procurement. Cost saving and Inventory control.

Product Bill of material creation and budget planning

Vendor database management and supplier payments

Applied material management Tools like FIFO concept and Just-In-Time (JIT)

MIS Reports & Records management.

**Dell India Services Pvt Ltd, Bangalore as Procurement Specialist from Jan’07 To Aug’08**

**Key Result Areas**

Responsible for overall Raw materials and finished goods warehouse operations Management.

Inventory Management and customer support. Material check-in and checkout process, warehouse and distribution operations.

Assures efficient and effective, overall warehouse operations by maintaining communication with internal departments.

Applied material management Tools like FIFO control, JIT, Bin System and 5S implementation.

Material management and project coordination for New R&D Projects

Controls inventory levels by conducting physical counts, discrepancies verification, reconciling with data storage system.

Maintained inventory accuracy in terms of system vs. physical stock.

Identify and control of non-moving and slow moving inventory, disposable of slow moving/non-moving items.

Maintain up to date assets stock ledger in which all daily inventories and transactions are accurately recorded.

Implement standard and best practices in warehouse function.

**TATA Elxsi Ltd, Bangalore as Team Member from May’04 To Jan’07**

**Key Result Areas**

Annual maintenance contract countrywide Customer support operations.

Spare demand management and sales order processing for across country.

Procurement of IT Hardware items from Third party vendors, B2B partners for sales order processing.

Assist to prepare B2B contract, Service Level agreements with business partner

Prepare costing sheet for sales order executions.

Consumable purchase and Inventory Management.

Warranty Management.

RMA Transactions.

Reverse Logistics

MIS reports and Records management.

**Wipro Infotech, Bangalore as Customer Support Assistant from Feb’01 To May’04 [worked on contractual Through Five S Logistics P Ltd]**

**Key Result Areas**

Handled countrywide customer support across 17 Locations in India.

Provided domestic customer support across India and customer demand registration.

Assign customer calls to Engineers and call closure.

Demand age-wise report and Service level Report.

Identify slow moving, non moving and fast moving items.

Warehouse operation and monthly cycle count.

Back office support.

**Achievements**

* Reduced Procurement cycle Time and improved business performance.
* Highest Negotiation is **45%** discount from MRP on branded items which available in market.
* Handled highest purchase volume up to **180 million** in various purchases.
* On the spot award from Dell India services Pvt Ltd for material movement Transaction.
* Inventory variance and reconciliation, brought inventory accuracy from 60% to 90%.
* Involved Projects time reduction in call closure and meet SLA.

**Educational Qualifications**

* Pursuing Master of Business Administration (**M.B.A-Operations**), Bharathidasan University
* Master of Computer Application **(M.C.A)**, Bharathidasan University, Trichy.
* Bachelor of Science **(B.Sc-Physics)**, Manonmaniam sundaranor university, Tirunelveli.

**Certification**

* Certified **Lean Six Sigma Green Belt** from Anna University TVS Centre Quality Management 2016

**ERP**

* TCS iON ERP implementation Training at Great Lakes Institute of Management.
* SAP Business One ERP migration at Qmax Test Equipments Pvt Ltd.
* SAP R/3 ERP MM module migration at Wipro Limited, Bangalore.

**Technical Skills**

Operating systems:DOS, Windows 95/98/XP/Windows 7

Email: Microsoft outlook

ERP Software: SAP R/3 MM module, SAP B1 & TCS iON

Application software:MS-Office (Word, Excel, P-point)

**Personal Details**

Date of Birth: 21-06-1976

Marital Status: Married

Languages Known: English & Tamil

Notice Period: 15 Days / Immediate joiner

Relocation: Ready to relocate.