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**Competent Supply Chain Management Professional**

**~ Procurement ~ Warehousing Operations ~**

*Offering expertise that directly results in efficiency improvements & cost savings*

# PROFILE SUMMARY

* **Over 17 years (8 years in UAE)** of experience in supply chain management functions encompassing Procurement, Vendor Management, Inventory/ Warehousing Operations, Export & Import Documentation and Logistics
* Expertise in formulating & implementing procurement strategy and controlling all requisite techno-commercial activities such as development of vendors, evaluation, negotiation, recommendation, ordering, inspection, expediting & tracking, reporting, payment processing, etc.
* Well versed with ERP systems such as Tally, Baan and Chempax
* Proven strategic abilities in striking excellent coordination with all involved contributors within & outside the organization
* Skilled in strengthening the vendor source and identifying & developing alternate source of suppliers on a larger scale
* Proficiency in performing analytical assessment of store layouts and implementing suitable solutions aimed at strengthening the effectiveness of the warehousing process & thereby attaining cost reduction
* An enterprising leader with skills in leading personnel towards accomplishment of common goals

# CORE COMPETENCIES

**Procurement**

* Procuring material in a cost effective manner; involved in operations wise strategy development, considering inventory positions & operations requirement in accordance with company policies
* Identifying and developing potential vendors; reviewing purchase request, evaluating options with suppliers & comparing specifications for achieving cost effective purchases of materials

**Inventory / Materials Management**

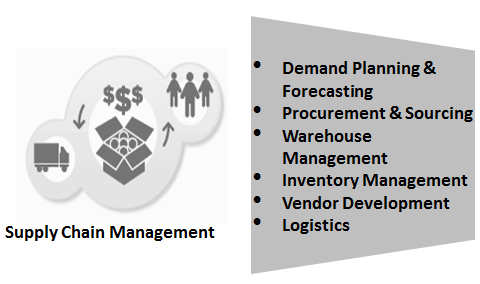
* Mapping material requirements and sourcing materials through a reliable vendor base; ensuring optimum utilization of materials, maximum cost savings and meeting anticipatory orders; tracking inventory levels in stores for all items
* Supervising materials management functions entailing capacity planning, scheduling, inventory turn, new project/capital purchasing, consumables, other indirect materials, etc.

**Logistics Management**

* Managing logistics operations, appointing new transporters and finalizing contracts for transportation of raw-materials
* Monitoring dispatch of finished goods without delay; guiding loading & unloading of incoming materials/containers from vendors, moving products to storage locations

**Store / Warehouse Management**

* Administering entire gamut of operations in stores viz. receipts, storage, issues & disposition, monitoring availability of stock, setting up and assessing physical layout of warehouse/stores for storage of materials, spare parts & consumables
* Monitoring cost, time, wastage, damage reduction/location wise and ensuring smooth accounting, issue of material to production & project sites



# ORGANISATIONAL EXPERIENCE

**Sept’15 – Till date:**  **Pattabi Enterprises, India as Senior Supply Chain Manager**

**Procurement:**

* Procuring material in cost effective manner, involved in operations wise strategy development, considering inventory positions & operations requirement in accordance with company policies
* Identifiying and developing potential vendors; reviewing purchase request, evaluating options with suppliers & comparing specifications for achieving cost effective purchases of materials

**Inventory / Materials Management:**

* Mapping material requirements and sourcing materials through a reliable vendor base; ensuring optimum utilization of materials, maximum cost savings and meeting anticipatory orders; tracking inventory levels in stores for all items
* Supervising materials management functions entailing capacity planning, scheduling, inventory turn, new project/capital purchasing, consumables, other indirect materials, etc.

**Logistics Management**

* Managing logistics operations, appointing new transporters and finalizing contracts for transportation of raw-materials
* Monitoring dispatch of finished goods without delay; guiding loading & unloading of incoming materials/containers from vendors, moving products to storage locationsStore /

**Warehouse Management**

* Administering entire gamut of operations in stores viz. receipts, storage, issues & disposition, monitoring availability of stock, setting up and assessing physical layout of warehouse/stores for storage of materials, spare parts & consumables
* Monitoring cost, time, wastage, damage reduction/location wise and ensuring smooth accounting, issue of material to production & project sites

**Key Result Areas**

* Heading Purchase, Warehouse Logistics Department.

**Highlights**

* Re-organised the whole Supply Chain which was not up to date & whatever existing procedures was existing there were not being followed.
* A big sum of amount was saved because of proper negotiation on procurement of material.
* Few new personnel's were added which improved the working of the Supply Chain (procurement, warehousing, and logistics).

**Nov’14 – July’15:**  **Adarsha Packaging Pvt Ltd, India as Purchase Manager**

**Key Result Areas**

* Managing Procurement of Raw Materials.

**Oct’09 - Oct’14:**   **Independent Tobacco, Dubai as Procurement Manager**

**Key Result Areas**

* Responsible for managing the warehouse & inventory operations with accountability of overseas ordering & follow up, ensuring timely delivery, etc.
* Engaging in overseeing direct purchase of raw materials & spares including identification & development of vendors. Made a saving of US$ 3.7 million in just one raw material procurement
* Involved in carrying out analysis & planning and accordingly leading procurement of raw materials & spares

**Highlights**

* Successfully established new stores and implemented the standard operating procedures in the new manufacturing unit
* Played a key role in reducing the cost of the raw materials/ inventory by monitoring timely delivers by vendors through motivating & guiding them
* Took new initiatives, thereby ensuring proper documentation of receipts & invoices through creating:
  + New registers for Inward, Bin Cards, Proper Codification, Deletion of Duplicate Codes, forwarding documents on timely basis for accounting purpose
  + work-sheets for analysis & forecasting for purchase of raw materials
* Acknowledged for overseeing the movement of stock/ raw material from the store by establishing strict procedures to account every issues to production & seeking acknowledgement from them; facilitated the correct consumption for producing a batch, thereby ensuring correct analysis & forecasting for placing orders for raw material; diligently involved in accounting & updating details of finished goods in Tally online as well as updating details on ERP system

**Apr’07 - Sep’09: Balmer Lawrie (UAE) LLC, Dubai as Technical Controller - Supply Chain (Purchase & Warehouse)**

**Key Result Areas**

* Handled procurement of raw materials such as Polymers, Master Batches, Paints, Inks & Coatings, Lining Compounds and other related materials
* Executed responsibilities encompassing:
  + Vendor evaluation & ISO documentation
  + Coordinating with vendors and ensuring prompt & timely delivery and receipt of items recorded
* Involved in overseas ordering and follow up as per Inco-terms
* Oversaw operations of 5 stores across different locations

**Highlights**

* Took crucial measures for streamlining the purchase & stores standards
* Executed strategies pertaining to accounting of non-accounted existing stock, updation of stock in the system, procurement at lower price, just in time deliveries which led to reduction in inventory cost by 10%

# PREVIOUS EXPERIENCE

**Jan’97 - Oct’06: Jubilant Organosys Pvt Ltd, India as Assistant Officer - Supply Chain**

**Highlights**

* Deputed to Stores Department from Purchase Department to control & curb to non-accounting of materials rightly and on time, which had led to unnecessary purchases
* Built a strong vendor network across the country to meet the requirements
* Attained success in reducing the inventory cost by just-in deliveries
* Served as part of core team for implementation of ERP and transition from MRP to Chempax (ERP) & Chempax to Baan (ERP)

**Sep’03 - Oct’06:**

**Highlights**

* Took measures to enhance the stores standards
* Ensured accurate material valuation due to on-time accounting of bills, which there-by leads to system updation of material valuation (ERP)

# TRAININGS/ CERTIFICATIONS ATTENDED

* Logistics & Supply Chain Management conducted by Career Institute, Dubai, in 2007
* Logistics & Supply Chain Management conducted by Aptech Computer Education, Dubai, in 2008
* Supply Chain & Inventory Management conducted by Centre for Electronics Test Engineering, Bangalore in 2001

# IT SKILLS

* Well versed with MS Office, Tally (ERP), Baan (ERP) & Chempax (ERP) and Internet Applications
* Confident of learning SAP & any other software within 15 days

# EDUCATION

* **Diploma in Materials Management** from All India Council for Management Studies, Chennai / 1998
* **B.Com. (Financial Accounting)** from St. Philomena’s College / University of Mysore / in 1989

# PERSONAL DETAILS

Date of Birth : 28th January 1968

Languages Known : English, Hindi, Kannada, Malayalam and Tamil