**RADIS**

**Email:** [radis.309282@2freemail.com](mailto:radis.309282@2freemail.com)

**PURCHASE OPERATIONS • SUPPLY MANAGEMENT • SALES**

**PROFILE**

1. *Dedicated and committed professional with more than 15 years of experience in procurement, materials planning and management, purchase, cost savings and waste reduction and* ***2 years of******International*** exposure in Dubai.
2. *Dynamic result oriented and highly articulate.*
3. *Passionate in handling purchase related tasks and analyzing material requirement.*
4. *Coherent to develop strategic long term partnerships and communicate effectively at all levels.*
5. *Strategic innovator focusing on profitability and business expansion*

**CORE SKILL COMPETENCIES**

Supply ManagementVendor ManagementLogistics ManagementWarehouse OperationsResource Optimizationself-directed administratorCollaborative team Player

**PROFESSIONAL EXPERIENCE**

**Bas Builders, Pondicherry**

**Working Partner** *Since June 2011*

* Managing logistics functions, negotiating with transporters, suppliers for cost effective transport solutions.
* Monitoring procurement activities for materials, price negotiation, ordering & coordinating with Suppliers to ensure timely availability of the materials.
* Spearheading the entire operations related to purchase, receipt of goods, storage, cataloguing, inventory and monitoring incoming and outgoing of materials.
* Procuring various components through suppliers from requisite and potential sources in right quantity and right prices.
* Accomplished in obtaining a good profit within the quality parameters.
* Handling uploading and downloading of the supplies to and from worksite to ensure optimum level of stock & bottleneck free movements.
* Maintaining adequate inventory of stock and replenishing it based on demand and supply, and also conducting perpetual stock verification and documentation.
* Liaising with the suppliers for Monthly scheduling on the basis of Master Plan and taking action accordingly.

**Achievements:**

• Reduced Premium Freight with proper preventive actions.

* Determined non-moving items in units and transferred the same to warehouse and vice-versa, resulting in 40 lakhs saving in non-performing inventory.
* Reviewed old vendors supplying crucial raw materials by effective management which saved supply time.
* Represented the Company on the market and created a cordial relationship with Developers, Builders, Property Dealers, Agents, Financers and investors.
* Negotiated with suppliers and obtained best purchase price and increased Profit.
* Developed a friendly relationship with suppliers for long term mutual benefit.
* Created a cordial relationship with Developers, Builders, Property Dealers, Agents, Financers and investors.

**Arasi Systems, Pondicherry**

**Manager** *Jan 2009 – April 2011*

* Evaluated and developed new suppliers to assure timely supply of material and to minimize transportation cost and lead time.
* Optimized solutions, leveraged understanding of supplier economics, market and business strategies while driving the change through implementation of supplier strategies
* Managed purchase supplies, services and equipment required in accordance with the purchasing procedures prescribed by the company.
* Deftly scheduled the agreements with customer on monthly basis and led the cost saving in transportation.
* Delivered 100% Sales output, Productivity in Assembly, Scheduling Compliance & clarity in any deduction from the customer and attained 100% of monthly sales.
* Prepared and administered the Service planning to meet the customer requirement & stock control.

**Achievements:**

* Prepared and executed sales plan for the assigned account relationship with key corporate customers and leveraged these to formulate joint strategic initiatives and escalated business volumes.
* Evolved market segmentation and penetration strategies to achieve targets and identified key institutional accounts and strategically secured profitable business.
* Kept primed on market trends and thereby, defining marketing requirements for current and future products.
* Formulated policy and monitored market trends to identify fresh business opportunities and developed new as well as existent markets and alternate channels for higher levels of revenues.

**City Seagull Building Materials, Dubai, UAE**

**Manager (Admin) and Purchase Coordinator** *Nov 2006 – Sept 2008*

* Identified, developed & maintain local & overseas supplier base for obtaining timely procurement of materials at favorable terms to ensure smooth Supply operations.
* Achieved cost control of material purchased by the company.
* Ensured proper quality control by coordinating and ensuring lower grade products are not supplied.
* Ensured all accounting and revenue document reporting.
* Guided and Mentored staffs to ensure they are productive and enjoy working as a team.
* Managed and ensuring effective usage of materials in coordination with the Quality Control Department.
* Coordinated with sales team explore New business opportunities.
* Collaborated with logistics and established smooth supply.
* Key Catalyst for smooth Purchaser and Supplier Payments.

**Achievements:**

* Developed business opportunities by sourcing product availability and pricing from India to the Middle East (products include auto parts, Industrial tools, Machines, Fasteners, etc., required for the Oil Field Companies)
* Coordinated with purchase and distribution and set-up lead time to monitor the movement of goods from ports to destinations
* Maintain liaison with all companies involved in each deal; follow-up and resolve any concerns.
* Leveraged company’s procurement activities through a high level of understanding of materials and forming strategic alignments that led to strong supply.
* Conducted supplier audits to increase adherence to product specification and packaging conformity

**Business Needs, Pondicherry**

**Business Partner**

**Jan 2001 - July 2006**

**Anandha Inn (P) Ltd., Pondicherry**

**Travel Desk in charge / Front Office Assistant**

**Dec 1998 – Dec 2000**

**Chetak Travels, Pondicherry**

**Branch In charge (Anandha Inn (P) Ltd.)**

**Jan 1995 – Nov 1998**

**Academic Credentials**

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| **MA** *English*University of Madras | May 1998 |
| **DCA** ASCII Institute of Computer Science, Pondicherry. | Mar 1998 |
| **BA** *English*University of Madras | May 1996 |

***Eloquent languages*** *- English, Hindi, Malayalam and Tamil.*

**Date of Birth:** 25 May 1973

**References:** upon request