Lakshmi

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**SENIOR LEVEL ASSIGNMENTS**

**Procurement, Logistics, Stores, Warehouse, Inventory and complete Supply Chain Management,.**

**BRIEF OVERVIEW**

**Logistics**

**Purchase**

**Stores**

**Strategic Sourcing**

**Vendor Tie Ups**

**Key Vendor Management**

**Warehouse Management**

**Team Building & Leadership**

**Profit Centre Operations**

**Revenue Expansion**

**Vendor Management**

 **Execution**

**Technology Management**

**Distribution**

**Franchise Module**

**Product Solution**

**Vendor Development**

**E - Procurement**

* Analytical and logical, a lateral thinker and problem-solver that uses creativity and a positive response to pressure to generate effective solutions geared to time-sensitive deadlines. An organiser and forward planner who relishes challenges and demonstrates adaptability and versatility within fluid, ever-changing and demanding situations. Articulate, confident and outgoing, an accomplished communicator who mediates effectively and uses negotiating and persuading skills to achieve consensus through compromise.
* Accomplished professional with 20 + years of extensive experience in **Supply Chain Management, Procurement, Strategic Sourcing, Logistics, Stores, Distribution, Warehouse Management** **& managing profit centre operations** with an overall business perspective entailing Products Customizing & Products Positioning.

Educational Qualifications:

**M. Com-Transport Management**-Andhra University.

**Post-Graduate in Materials Management** from Andhra Pradesh Productivity Council.

**Post-Graduate in Foreign Trade Management**-IIFT-Kolkata.

**M.B.A** with **Marketing Management** from IGNOU (Cont).

**Post-Graduate** in **Computer Management** from DATAPRO.

**PROFESSIONAL DIGEST**

* A result oriented professional with **over 20 + years** of experience in Procurement / Logistics / Warehouse and Inventory Management.
* ***Currently associated with Enneura Technologies (Dishaha Group) - Dubai, UAE as Head– SCM & Operations.***
* Deft in spearheading the wide spectrum of tasks including material control and inventory management.
* Expertise in managing entire breadth of commercial operations inclusive of order processing and materials management, etc.
* Proficient in managing stores and ensuring compliance to defined norms by the management.
* Expertise in handling the inventory functions to curtail inventory holding expenses and adherence to the minimum inventory level to minimise wastage.
* A keen analyst with excellent relationship & team building skills and abilities in liaising with internal customers.

 **AREAS OF EXPERTISE**

**Logistics Management**

* Developing the logistics network for ensuring seamless, cost-effective movement of consignment and timely delivery of orders. Monitoring availability of stock, making appropriate arrangements to ensure on time deliveries.
* Developing long-term partnerships with local suppliers; managing day-to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
* Managing the movement of inventory levels, for ensuring ready availability of material from suppliers to meet production and dispatch targets and ensure zero down time.
* Executing cost saving techniques/measures and modifications to achieve substantial reduction in procurement expenditures and work within the budget.
* Providing a complete Logistics support to Vendors, Customers & Channel Partners.
* Maintaining distribution stocks at local level and planning their inventory.
* Handling commercial and sales tax complaints.
* Preparing all the necessary documents for filing customs clearance.
* Handling complete office administration, HR related activities & conducting interviews.
* Managing internal accounts & confidential documents (Agreements, Offers & LC’s etc.)
* Ordering the products as per the quarterly stock planning & container loading plans.
* Acclimatised to working with varying cultures in diverse states across UAE & India. Paperwork management with free zones and client authority.
* Warehousing and checking of the material as per REQ and PO's with proper reporting (over/short/damage report).
* In charge of the company's supply boat with proper scheduling.
* Complete SCM (procurement, transit, custom clearance, QC, expediting, invoicing).
* Customs clearance and local transportation up to the site.
* Issue and follow up of the insurance claims and delivery discrepancies.
* Follow up of the complete deliveries.
* Negotiation with free zone and local authorities.
* Head of Procurement for local and overseas purchases with relevant expediting follow up.
* Materials manager in charge of receiving, storing and issuing all plant material with proper material control procedures and computerised follow up.
* In charge of the material and computer management, issuing management procedures and philosophy. Min/Max stock level.
* Identifying distributors from contacts across India and directly handling key account & major corporate clients.
* Establishing the national channel distribution in all major cities of India.
* Coordinating with channel partners and handling Area Managers of area distributors.
* Providing training on product information to retail executives, channel and corporate sales partners.
* Supporting service partners with required equipment’s & components and training them.

**Inventory Control**

* Ensuring optimum inventory and handling cost savings & cash flow.
* Making effective use of cost analysis tools in support of strategic sourcing process, procurement costs, cost reduction matrix and bottom line performance indicators.
* Formulating and designing inventory model for distribution department.
* Establishing departmental goals along with head distribution.
* Developing and executing the dispatch plan to reduce sales loss to achieve business goals.

**Procurement Management**

* Train, evaluate, motivate and lead team to excellence.
* Introduce new tools and methods to eliminate unnecessary steps in procurement and drive bottom line savings (ABC Analysis).
* Budgeting & planning the funds for procurement & sourcing of materials ensure optimum utilisation of material, maximum cost savings & meeting anticipatory orders.
* Heading Capex, MRO Spares (Mechanical & Electrical) procurement & service contract team.
* Preparation of MIS and uniform work distribution within the team to achieve monthly KPT.
* Efficiently maintaining inventory with in safety stock & reducing inventory cost based on the consumption rate on key products.
* Vendor performance monitoring, vendor rating & resolving vendor issues.
* Material Management/MRP & Rate Contracts / Vendor Development.
* Preparation of Annual Maintenance Contracts (AMC) and Budgets tracking.
* Expertise in procurement management activities involving planning, vendor management, stores, packing materials and logistics.
* Finalization of Annual rate contract for chemicals, Mechanical & Process spares.
* Developing organizational procurement strategy.
* Creation and management of short, mid, and long term goals and objectives.
* Creation and improvement of best-practice based processes (e.g., leadership of high value/strategic sourcing efforts)
* Management of business process outsourcing activities.
* Selection and management of procurement systems.
* Management of procurement staff in (and across) sourcing, contracting, transactional purchasing, supplier management, and miscellaneous internal procurement support activities.
* Creating a talent management process in coordination with HR to ensure that the right resources are in place.
* Managing the skills and competency development of procurement staff, including training development and knowledge management capabilities.
* Development of benchmarks and scorecards to be used for continuous improvement.

**Warehouse Management**

* Designing strategies for distribution, stock, transportation & customer services entailing process optimisation and location planning. Supervising material receipt, issue and storage.
* Managing entire documentation of warehouse including SOP creation and review, Inventory Management, Material storage.
* Responsible for planning & selecting ideal equipment’s for warehouse
* Responsible for equipment’s uptime with the support of Maintenance team.

**Accountabilities**

* Planning, scheduling and maintaining follow up with 100 plus suppliers.
* Introduced & educated suppliers DPM for local supplies, currently its ensuring 100% availability of local parts for production on time.
* Organising various warehouse activities including receiving issues, dispatching materials, planning.
* Ensuring GRN is prepared on time in order to maintain & have good relationship with supplier.

**Attainments**

* Introduced lean management techniques (JIT) for parts which are bulky.
* Member for SCM audit along with vendor development team.
* Established new store's routines, thus successfully overcome various short comings in the store management.
* Analysed the stock on hand and identified the excess / obsolete stock, thus controlled obsolescence.
* Initiated multi skilling for operators.
* Won Strategic Sourcing awards consistently for best practices.

**PREVIOUS EXPERIENCE**

 **TENURE ORGANISATION DESIGNATION**

May 1995 – May 2005 Gulf Oil Corp – Hinduja Group Logistics/Purchase Manager

July 2005 – Oct 2007 AGRANI-Zee Group - Bangalore Commercial/Cluster Manager

Nov 2007 – Aug 2014 Unitech Impex – OZON Bangalore AGM – Supply Chain Mgmt.

Sept 2014 to till date Enneura (Dishaha Group) – Dubai - U A E. COO – SCM & Operations

**Computer Skills:**

Office Packages : Microsoft Office.

D.T.P Packages : Corel Draw, Adobe Page Maker and Photo Shop.

Operating System : Windows, Professional & VISTA.

Woking knowledge of Focus ERP System (A Key user for Supply Chain Management Process)

**PERSONAL DETAILS**

Date of Birth : 01st March, 1970.

Marital Status : Married

Nationality : Indian

Languages : English, Kannada, Hindi, Telugu, Malayalam and Tamil.