**Ms. Saranya**

**Saranya.359232@2freemail.com**

**Career Objective:**

To be an effective team player in an organization that offers me learning opportunities and professional growth, at the same time helps me to utilize my skills for the growth of the organization.

**Work Experience:**

**Molex India Private Limited (Sep 2016 – Till date)**

**Data Analyst** - Global Procurement.

* **Job Roles & Responsibilities:**
* Responsible for procurement of Electronics components.
* Responsible for analyzing the Vendor details and creating the Vendor Number in SAP system.
* Maintaining Vendor confidential documents in Supplier Document Management System.
* Analyzing transit days for each vendor by Incoterm and updating in the system.
* Maintaining Condition Records for all the vendors.
* Monitoring Supplier Net and doing block and unblock the vendors.
* Creation of Material Part number and linking with Molex part number and Supplier Part number.
* Maintaining Vendor Master Change and extend on daily basis.
* Review the supplier document audit report.
* Assigning daily activities and allotting request to team members.
* Analyzing the Material Group for each Material and classifying the group.
* Preparing the Summary reports, Dashboard & Presentations Supporting daily production activities.
* Following up with supplier for Missing document and unfilled documents for New vendor creation.
* Clean up activity was done with the Vendor Master Maintenance on required basis.

**Working Tools:**

* SAP R3 ~ MM Module
* Operating system: windows 7
* MS-office (Word, Excel, PowerPoint, Access)
* Visual Basic, SPSS, Lumira, Steward system

**Flextronics Technologies. Pvt. Ltd. (June 2013 – Sep 2016)**

**Senior Analyst** - Global Procurement.

* **Job Roles & Responsibilities:**
* Responsible for procurement of Electronics & Electrical components.
* Responsible for releasing the schedules to the suppliers for both direct & indirect materials used in Electronics & Electrical Modules.
* Responsible for analyzing the shortage in ERP system and release the purchase order to the supplier on regular basis per MRP.
* Materials follow up with supplier to ensure the delivery on time.
* Monitoring material acceptance and Bill closing (including accounts for payment)
* Responsible for sustaining the Inventory control within the target given by management.
* Shipment tracking and co-ordinate with Logistics team to priority handling.
* Ensure the zero percent line stoppage.
* Review the past due supplier schedules & initiate action to clear the backlogs.
* Sending Forecast to supplier as per the ERP demand.
* Responsible for leading inbound function of warehouse like goods receipts & Material return to vendors.
* Coordinating with vendors for actual delivery status of material & improve the supplier’s delivery performance.
* Complete the Open PO Reports & Shortage Reports on time.
* Execute core procurement processes for the assigned products.
* Coordinate with the departments and Supplier for Purchase Order Changes.
* Managing supplier's database.
* Implemented the operational efficiencies by continuous improvement in the execution of procurement processes.
* Perform and analysis the root cause to expedite the resolution of service issues.
* Preparing the Weekly / Monthly reports & Presentations Supporting daily production activities.
* Doing Spend analysis for my products yearly and quarterly.
* Negotiation with supplier for product cost.
* Work with Commodity team for any supplier issue, part replacement and any pricing issue in existing Parts.
* Work with Trade compliance team and getting the ECCN details through Flex class and updating the details in ERP (Baan) with the help of MDM team and coordinating accordingly.

**Stretch Assignments:**

* Conduct training program for new joiners and help new buyers in resolve any open issues.
* Maintain a detailed process documentation and update amendments regularly
* Attending Review Calls with Clients and handling Client escalations.
* Resolve first level escalations for buyers.
* Ensure team achieves Target Process VOC score of 4/5.

**Project & Achievements:**

**EDI IMPLEMENTATION**

* Received “**Long Service Award**” for successfully completing three years in Flex.
* Educating supplier about the advantage of EDI.
* Guiding suppliers to convert from manual to an EDI one.
* I have successfully raised 4 Kaizen on the following.
1. Automation for Receiving required data from session through mail.
2. Created macro for combing the files to reduce the manual work and time consumption.
3. Successfully created the macros for running the operation such as daily reports, Shipment status, Calculation of Lead time which saves buyer’s time and man power.
* Received “**Pat on the back**” thx award twice for below.
1. Pro-activeness in stopping double payment to supplier and matched the details correctly with coordinating with different sectors.
2. Coordinating with Trade compliance service team in Go Live operation and supporting other sites for Go Live operation. Cleared all the blank ECCN codes at short time.

**Working Tools:**

* Baan V
* Operating system: windows 7
* MS-office (Word, Excel, PowerPoint, Access)
* Visual Basic, SPSS

**CERTIFIED COURSES:**

* Underwent professional training under Supply Chain Management.
* Completed Basics and Advanced courses in MS Excel.

**Academic Credentials:**

* Completed **BBA** from SRM University, Kattankulathur with a percentage of 75.5 (2010-2013).
* Completed 12th from Little Flower Convent Girls Higher Secondary School with a percentage of 81.25(2010).
* Completed 10th from Little Flower Convent Girls Higher Secondary School with a percentage of 72.60 (2008).

**Co-Curricular Activities:**

* **Presented paper** on the topic **“Role of Electronic Banking”** in State level

Inter-collegiate seminar held at SRM University, Kattankulathur.

* **Presented paper** on the topic **“The impact on social network in E-Marketing- theoretical perspective”** in International conference held at Hindustan College of Arts & Science, Chennai
* **Presented paper** on the topic **“A Study on Employee Retention Strategy in Samsung Electronics Private Limited Company, Sriperumbudur”** in International conference BIZAD 2013 at SRM University, Kattankulathur.
* **Participated** in **“Carrier Training Development Program”** conducted by **Speed Institute of Technology** held at SRM University, Kattankulathur.

**KEY COMPETENCIES AND SKILLS**

* Material Buyer Qualification
* Lean Basics curriculum
* Material Planner Qualification
* Time management: Planning & Prioritizing the time

 **DECLARATION**

I hereby declare that the information and the facts stated above are true and correct to my knowledge

**Place:**  **Date:**