**VIVEK**

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**PROFESSIONAL SYNOPSIS: -**

* A competent professional having 3.5 years of experience in Materials planning.
* Possess good knowledge in smooth functioning of purchase functions.
* Proficient with Material Planning and Procurement for assembly line, Logistics arrangements.
* An Effective communicator with skills in troubleshooting, Team building capability, ability in planning and managing resources.
* Good knowledge in inventory control, Two-Bin, KANBAN, Pull system, JIT activities

**WORK EXPERIENCE:**

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| --- | --- | --- |
| **Organization** | **Work date** | **Designation** |
| Lear Automotive India pvt ltd | From Oct 2013 to till date | Materials planning & Logistics Engineer |

**CORE COMPETENCIES:**

### Materials planning& Logistics:

* Material planning for production based on customer Plan.
* Responsible for driving all critical aspects of right product selection; including product estimation, product procurement, vendor follow up & inspection, planning & control.
* Managing and ensuring proper planning from scheduling of raw materials to delivery with optimum control over inventory.
* Raising purchase requisition / intimation for the shortage items.
* Co- ordination with supplier for shortage material follow-up and cost saving activities like finding alternate sources / alternate product / Packing Materials.
* Customer Coordination with nocustomer line stoppages, Addressing Customer fluctuations**.**
* Identifying non-moving, slow moving & Absolute materials and organizing their speedy disposal.
* Disposal of scrap and unwanted materials.
* Periodic physical stock verifications and Inventory control (ABC Analysis)

**JOB RESPONSIBILITES**

* Scheduling the materials required for production& receiving them.
* Monitoring Shortages & Rejections.
* Maintaining FIFO vise Arrangement.
* Monitoring the BOM changes
* Maintaining 5’S’.

**Procurement Activities:**

* Preparing and releasing the Purchase orders, Work orders and Schedules based on MRP system.
* Co-ordinate with stores & accounts for closing the GRN's and allocation of payments to suppliers.
* Responsible for maintaining minimum stock level (MSL) based on manufacturing and transportation lead time.
* Planning of materials for the upcoming projects in coordination with Development, Quality and Marketing.
* Coordination with Engineering for BOM changes.
* Responsible for all TS16949 documentation related to materials department and co-ordination with Supplier and SQA team.
* Regular follow up and visit to vendor works for new projects.
* **Handling 23 vendors (both local and Imports) & 4 C worth of purchase value per month.**
* **Responsible for procurement of Import materials from USA, Thailand, Mexico, Spain, Brazil, Korea, China & Germany.**
* Daily monitoring for inventory reports and action to be taken by daily basis.
* Rock bottom negotiator to have economical purchase from suppliers to cater production requirements.
* Coordination with Marketing for schedule fluctuation and act accordingly with supplier base.
* Sustaining the existing network & managing the supply chain, ensuring the timely distribution of merchandise.

**ACHIEVEMENTS & STRENGTH:**

* Implemented MRP system in Lear.
* Good knowledge in ERP system & EDI.
* Positive Attitude, Initiative and Smart working.
* Good communicator

## EDUCATIONAL QUALIFICATION:

* B.E, Mechanical engineering

**Pre final year and Final year Projects:**

**Title:**Manually operating pump & Composite materials.

# ADDITIONAL QUALIFICATION:

**Software’s:**

* Auto-CAD
* Pro-E
* QAD (ERP Software)

**Declaration:**

 I do hereby confirm that the above particulars are true to the best of my knowledge and belief.