MOHAMMED

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**OBJECTIVE**

To implement the knowledge and skills acquired in Supply chain services and to make a thriving career in ''Supply Chain Management and Business Development” by working in a competitive and challenging environment for overall expansion of my skills and knowledge which in turn helps the organization in growing and achieving their goals.

**PROFILE SUMMARY**

* 3 years of experience in procurement support working on SAP-MM platform.
* Proficient in procurement life cycle.
* Hands on experience on various T-codes for Purchase documents.
* Working knowledge on various stages of Procure-to-Pay process & vendor performance.
* Sense of commitment with the assigned functions and a high degree of responsibility.
* Excellent communications skills & client satisfaction.
* Preparing detailed reports as per client requirements.

**EXPERIENCE (POST QUALIFICATION)**

**E.I. DuPont Service Centre, India (DuPont):** Procurement Specialist

September 2014 - Present

**Job responsibilities:**

**Releases & Delivery Assurance (Expediting)**

* Creating Purchase Orders for all MRO items based on the requirement at site.
* Purchasing of different materials based on the sub-commodity & ensure orders are placed as per site strategies.
* Ensure Purchase Orders are sent to suppliers with correct output & confirm the pricing & delivery date.
* Negotiate on favorable payment terms & prices from suppliers thereby increasing the working capital & reduce cost on every order placed.
* Adhering to company’s audit & BRRP guidelines.
* Getting quotations from suppliers wherever the orders are to be redirected as per site’s requests.
* Maintaining reports for ageing purchase orders and following up with vendors by tracking orders and confirming lead times and delivery dates.
* Drive On-time performance of vendors by ensuring the orders reach on-time at the site. Also, ensure the service meet the quality standards of the company
* Reconciling the Invoices with Accounts payable team to clear the web cycles, so that the supplier gets the payments on time.
* Measuring the Vendor’s on-time performance & analyzing the reason behind the delays on the orders.
* Ensuring the checkpoints are done for transmitting of Auto PO’s in MRP run.
* To have a proactive approach in confirming the orders thereby increasing the PC percentage.
* Setting up of vendor output conditions for suppliers.

**EDI (Electronic Data Interchange)**

* Monitoring of idoc’s (Intermediate documents) in Business Workplace in different clusters of SAP.
* Processing of failed idoc’s in the system & confirming 855’s (Confirmations from vendor).
* Preparing daily & weekly reports of price changes on various Purchase Orders & missing order confirmations from Vendor.
* Resolving different issues related to Price change, Material discrepancy, Quantity changes & part number changes etc. from site & vendor on Purchase Orders & resending the orders to the Vendor.
* Rectifying the various categories of errors pertaining to the idoc’s.
* Creation of new material master numbers for materials linked with outline agreements when materials with existing material master numbers are phased out or rejected per supplier.
* Deletion of Purchase Orders when vendors are unable to supply the material & ensure the orders are redirected by keeping the site informed.
* Weekly or monthly call with the client & ensure all the requests & areas of concern are being taken care of to ensure client satisfaction.
* Ensuring the changes pertaining to cost of the requisition, price changes for agreements orders & execution approval are taken to meet the BRRP compliance.

**EDUCATION**

 PG Diploma in Business Management (Osmania University)

 Graduation in Bachelor of Commerce in honors (Aurora Degree College)

 Intermediate (Math, Physics & Chemistry) from Little Flower Junior College

 Secondary School Certificate (SSC) from Secunderabad High School

**SOFTWARE KNOWLEDGE**

* Advanced knowledge in Microsoft Office suite of applications
* ERP Package: SAP R/3 (MM- Materials Management – End user)

**EXTRACURRICULAR ACTIVITIES AND ACHIEVEMENTS**

* Contribution of savings on working capital by negotiating with multiple vendors
* Improving the vendor on-time performance.
* Achieved POB (Pat on the back) awards & Customer appreciation.
* Appreciations within DuPont by Management for the consistent hard work & internal accuracy achieved.
* Received Best Team award for collective effort in consistently meeting the KPI’s
* Participated in safety poster competition & respect for people as part of the core value initiatives.

**Personal Details**

**Date of birth:** 17th August 1991