Curriculum Vitae

**Nagaraj**

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**Career Summary:**

* More than 8 years of experience in various face of procuring materials from domestic and international markets.
* As a Team Lead in SCM responsible for the purchase of electronic components for designated program.
* As a Material Planner and Buyer handled shortage report, Lead time Analysis, MRPrun, and Purchase of materials.
* Working knowledge of SAP.
* Expertise in developing local vendors, reducing the cost of procurement of material.
* Experienced with implementing systems of inventory management avoiding over-stocking or wastage

**Experience:**

**Working in Online Instruments (India) PvtLtd, Bangalore-Karnataka**

**Deputy Purchase Manager-IMPORTS**

* Confirmed all shipping details before allowing packages to leave facility.
* Handling all Import & Local Purchase of Complete AV Products & Consumer Products.
* Maintained an updated database of all shipments deliveries and returns.
* Coordinated overseas shipping with customs agents for clearance.
* Handled claims with insurance companies for issues with shipments.
* Resolved customer complaints in a timely manner.
* Arranged domestic and international shipments.
* Prepared inventory and sales reports.
* Supplier negotiation, Vendor Management &amp; Supplier Evaluation.
* Monitoring supplier quality and delivery performance.
* Leading yearly cost reductions activities.
* Working closely with FSN & monitoring the monthly inventory reports.
* ABC Classification of vendors on the basis of criteria like cost, quality, timely delivery etc.,

**Worked In Amatra InfoTech Pvt Ltd – Bangalore, Karnataka**

**Team Leader SCM-February 2010-2014**

* Lead time analysis for Sale order-Forecast fulfillment if change in demand quantity.
* Suggest mode of transit or purchase price variance based on default mode of transport of component.
* MRP run in SAP.
* Conversion of MRP indents to purchase orders. Send to suppliers and follow up for delivery dates.
* Preparation of Shortage report from BOM.
* Publish the Excess and Obsolete report and follow up with Program management for Customer claim in case of demand drop or engineering change notice.
* Material Evaluation in SAP for engineering change from Customer.
* Procurement of Indirect materials and consumables like Solder paste,wire,bars,flux based on indents raised by internal Cross functional teams .
* Follow up for ETAs and ETDs from Supplier, payment request, Logistics co-ordination
* Liaison with finance department for timely payment of bills.

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**East India Technologies – Bangalore, Karnataka.  
Executive SCM-March 2006 to January 2010**

* Accountable for Imports and Local procurement of BOM, non BOM consumables for EOU&DTA unit.
* Conversion of indents to orders from planner based on demand , release to suppliers and follow for ETAs
* Follow up with Supplier base of120 suppliers with over 800 components including electrical,electronics,cables,relays,active,passive,PCBs,LEDs,packing & consumable
* Co-ordination with finance, program, local freight forwarder and transporter for on time delivery.
* Prepare the Monthly MIS for the Revenue, Shortage report filled with ETA, Fund request for the program
* Reschedule orders based on demand fluctuations and lead time analysis.

**BPL Electronics – Bangalore, Karnataka**

**Purchase Assistant-January 2005 to February 2006**

* Responsible for monitoring the weekly purchasing reports to make sure that there were no duplicates.
* Proceeding the purchase activities with approved indents as per department wise, production, maintenance and admin.
* Provides quarterly cost saving report & Vendor Negotiations.
* Negotiate price, terms, conditions and lead time reduction with suppliers
* Maintained and updated purchasing records.

**Education:**  
**Indian School of Management & Engineering** 2011

Bangalore, Karnataka, India

Bachelor of Programming in Business Administration-75%

Specialization: Supply Chain Management&Marketing Management

**Skills:**

SAP Business One,

ORACLE I Supplier Portal,

Tally -ERP.9  
  
**Additional Information:**  
One Year of Service Recognition Certificate, ORACLE Technologies as Technical Assistance

**Personal Information:**

Nationality: Indian

Date of Birth: 14-11-1983

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

I hereby declare that the statement made above is complete and true to the best of my knowledge and belief.