**Vishaka** E-mail: [vishaka-396699@2freemail.com](mailto:vishaka-396699@2freemail.com)

Assistant Manager Procurement

**C A R E E R O B J E C T I V E**

Looking for a position in a Supply Chain / Procurement environment that offers a greater challenge, increased benefits and the opportunity to help the company advance efficiently and productively.

**P R O F I L E S U M M A R Y**

* A competent professional with 5 Years 7 months of experience in **Supply Chain Management**

with extensive experience in Procurement & Vendor management.

* Hands on experience in purchase order management, vendor development and managing RFQs.
* Good experience in prioritizing critical suppliers to ensure on-time delivery of products.
* Ability to work across multiple interfaces& in fast-paced environment.

**P R O F E S S I O N A L E X P E R I E N C E 1**

* Employed as **Assistant Manager Procurement in a Manufacturing company in India** Apr 2018 to Jan 2019.

**R O L E S A N D R E S P O N S I B I L I T I E S**

* Placing purchase orders (PR to PO) and to get order confirmation and mails with suppliers and ensure delivery commitment as per lead-time for routine supply. Analyzing and forecasting the future requirement.
* Forecasting MRP recommendations such as pull in, push out and cancel requests for Open Purchase orders based on weekly demand run in system to suppliers and getting acknowledgment from suppliers for the same.
* Coordinating with logistics department for customs clearance as per the Incoterms agreed with vendors by getting necessary shipping documents and keeping track of shipments till delivery at warehouse and IQ clearance.
* Negotiating with vendors for earliest delivery of critical materials as per production requirement that are short lead-time and for pushing and cancelling the delivery of purchase orders based on the demand.
* Validating open orders by reconciling with Vendors on regular basis to track the updated delivery commitment based on requested date and update it in system.
* Check for alternative source for the material from Global and online distributors with alternate parts to cover the shortages.
* Ensuring payments with accounts payable team for timely payment of invoices to vendors as per the payment term agreement and due date.
* Maintaining inventory target by controlling inward of materials.
* Good Knowledge and working in Oracle ERP.

**P R O F E S S I O N A L E X P E R I E N C E 2**

* + Previously employed as **Specialist Procurement at Flextronics Technologies India Pvt Ltd.** from Jun 2013 to Apr 2018.

**R O L E S A N D R E S P O N S I B I L I T I E S**

* + Procurement of raw materials to making the finished electronics equipment.
  + Analyzing and forecasting the future requirement.
  + Floating RFQ to the suppliers/manufacturer based on the client specification and requirements.
  + Closely follow up with the supplier/manufacturer for collecting the Quotes.
  + Procurement of electronic items - Resistor, Capacitors, Transistor, Thyristor, PCB board and circuit board, Panels, Cables and other miscellaneous items.
  + Evaluation of supplier/manufacturer’s quotations, comparison, preliminary negotiation, and order placement.
  + Close monitoring/ Expediting to ensure timely deliveries.
  + Depends upon future demand follow up with supplier/manufacturer Pull - in and Push - Out the deliveries to avoid the line down situation.
  + Shortage/Damage materials either replaced by supplier or pass the credit to our account.
  + Preparation of reports on Weekly/Monthly frequency and present the same to leadership team.
  + Researching and taking action on Open Purchase Orders.
  + Close monitoring the future demand to avoid the excess & obsolete.
  + Good knowledge and working with Baan5 ERP.
  + Strong knowledge in vendor development/maintenance.
  + Providing feedback on procurement processes and working with internal teams to improve processes.
  + Supported Transition Activities and ensured stabilization of the activities transferred.

**C A R E E R A C H I E V E M E N T S**

# Rewarded Platinum award for being fast learner, which has resulted in quick turnaround of several activities, transferred from Site.

* + Rewarded Pat on the Back for seamless performance.

# Achieved more than 6 Mil$ in production for Customer

* + Trusted with challenging suppliers and deadlines in current role.

# Initiated and completed IKW’s and SGA’s.

**T E C H N I C A L S K I L L S**

# Ms – Office, MS - Power Point & Basics of MS Project, BaaN5ERP, Oracle ERP

**A C A D E M I C D E TA I L S**

* + Completed **Bachelor of Engineering** – Electronics and Instrumentation Engineering **(Gold Medalist**) in Anna University 2013 with 84.5% of aggregated marks.

**P E R S O N A L D E TA I L S**

Date of Birth : 29-05-1992.

Languages Known : English, Tamil and Hindi.

Hobbies : Updating my knowledge in supply chain management, Badminton, and listening songs.

Residence : Dubai

**D E C L A R AT I O N**

I here with declare that above information is true and correct to the best of my Knowledge.

**Place : Dubai Vishaka P**

**Date :**