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| **Sriram**  **E-Mail:** [**sriram.48943@2freemail.com**](mailto:sriram.48943@2freemail.com)  **Senior Level Assignments**  **Procurement & Purchase Operations**  Industry Preference: Retail  Location Preference: Dubai, Sharjah, Ajmansri123\_ram@yahoo.co.in +971 504852256 | |
| core24x24iconsKey Skills   |  | | --- | | Procurement | |  | | Supplier Management | |  | | Stock Verification | |  | | Vendor Performance | |  | | Price Variance | |  | | Reporting & Documentation | |  | | Liaison & Coordination | |  | | Stock Management | |  | | Process Enhancement | |  | | *Result oriented professional with recognized proficiency in Buying procedures with an aim to accomplish corporate plans & goals successfully.* |
| knowledge24x24iconsProfile Summary: |
| * Dynamic professional with 8 years of experience; currently associated with **Home Centre (Land Mark Group) as Procurement Assistant.** * Proficient at building and maintaining vendor relations; evaluating vendors, managing buyer processes, and analyzing reports. * Skilled at recommending the implementation of a tracking form for short-paid invoices, eliminating supplier invoice resubmissions to increase the efficiency of the Accounting Department. * Experience in purchasing function for the procurement for series supplies and new product development & supplier quality assurance. * Coordinated with production and logistics department for requirements; evaluated suppliers and negotiated on prices and purchase agreements * Managed overall operations and enhanced the operational efficiency by eliminating obsolescence and achieving cost reduction through vendor development, curbing rework & rejection, materials management and inventory control. * Extensive experience in managing stock level by rejecting materials found non-conforming to identify a course of action for disposition of disclosed ones. * A keen communicator with honed interpersonal, problem solving and analytical skills. |
| softskills24x24iconsSoft Skills | * Career Timeline: |
| Collaborator    Communicator      Planner  Change Agent    Motivational Leader     Thinker | 2003-2005  2003-2005  Education:   * M.Com. from University of Bharathidasan, Trichy, India in 2005 * B.Com. from University of Bharathidasan, Trichy, India in 2001 |
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| exp24x24iconsWork Experience | **Home Centre (Land Mark Group), Dubai as Procurement Assistant.**  **Role:**   * Coordinating with Planning Department regarding the order details. * Requesting Proforma invoice from supplier as per requirement and verifying the same. * Creating and verifying purchase order and getting approval from respective buyer; sharing order confirmation with suppliers. * Managing activities related to shipment date changes, Qty & distribution changes; connecting with suppliers and updating the order status. * Drafting carton marking details and corresponding to the suppliers. * Confirming assembly and packing structure for all new items. * Checking existing stock for the assembly in structure and packaging; reporting issues related to AI and packaging and informing the same to supplier for the necessary action. * Examining all samples and sharing feedback with the supplier. * Coordinating the completion of sample collections for Buying Director and Merchandiser. * Supporting Buying Director in managing and coordinating the buying activities for every season with all the supplier. * Providing administrative assistance to Buying Department including Buying Director, Senior Buyer and Merchandiser; keeping filing system brand wise for Buying & Merchandising Department. * Preparing cost pricing sheet; Giving to senior buyer for checking the price, Whatever revised price uploading (along with item code, Location ) in ORMS System; Once update Revised price getting approval from senior buyer and finance dept; sending to concern territory and updating the status.   **Accomplishments:**   * Worked as core member of: * Shipment tracking system online implementation that reduced paper works & enhanced process flexibility. * Cost pricing System online implementation that reduced paper works & enhanced process flexibility. |
| **2008 till date** |
| **2002-2008**  Personal Details  **Date of Birth:** 14th November 1980.  **Languages Known:** English, Tamil and Hindi.  **Nationality:** Indian.  **Visa Details**: Residence.  **Marital Status**: Married. | **Arme Impex Trading Co., Chennai as Import Assist-Import Documentation and Clearance process.**  **Role:**   * Collaborated with: * Suppliers to obtain copy and original shipping documents on time; followed up with them for pending order status. * Liner to clear the shipment within deadline. * Examined copy of shipping documents such as bill of lading, commercial invoice, packing list and certificate of origin. * Maintained shipment records with ETA dates. * Tracked pending documents through weekly progress records. * Connected supplier to get revised shipment documents. * Assisted Post Clearance Team with on time shipment clearance to avoid demurrage charges.   IT Skills:  Packages: Microsoft Office 2010 & Effective handling in WEB search tools.  Operating Systems: Windows XP, Windows 7, windows 8, windows 10.  Application: ERP-Oracle Application & SCP. |