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| **Sriram** **E-Mail:** **sriram.48943@2freemail.com****Senior Level Assignments****Procurement & Purchase Operations**Industry Preference: RetailLocation Preference: Dubai, Sharjah, Ajmansri123\_ram@yahoo.co.in +971 504852256 |
| core24x24iconsKey Skills

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| Procurement  |
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| Supplier Management  |
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| Stock Verification |
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| Vendor Performance |
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| Price Variance |
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| Reporting & Documentation |
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| Liaison & Coordination |
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| Stock Management |
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| Process Enhancement |
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 | *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.
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| softskills24x24iconsSoft Skills | * Career Timeline:
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| CollaboratorCommunicator  PlannerChange AgentMotivational Leader Thinker | 2003-20052003-2005Education:* 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.
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| **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. |