**Result-Oriented & High Impact Procurement Supervisor**

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| --- |
| Seasoned management executive acknowledged for sound decision-making abilities, analytical skills, business acuity, ongoing education, and problem-solving skills. Sound technical, functional and system knowledge. Strategic, methodical and reliable; enjoy the challenge of resolving long-term issues, and influencing revenue positive outcomes. Recognised for calm demeanor in mediating conflict, and the pursuit of delivering consensus amongst stakeholders with diverse agendas. Enjoy opportunities to think "outside the box" deriving new solutions to old problems through strategic information gathering, data collection, and comprehensive scrutiny. Persuasive and concise communicator; experienced in dealing with all levels of management in varied industries, and coaching subordinates for greater productivity and understanding. Academic preparation includes **Knowledge in Developer 2000, MS Office 2010, FoxPro, Unix and Working knowledge in SAP R/3 (Supply Chain), IEX & ERP (Orion 9.0/11j).** |

**Areas of Expertise**

|  |  |  |
| --- | --- | --- |
| * Management Information System (MIS)
* Customer Service Relations
 | * Inventory Control & Business Analytics
* Loan/Savings A/c. Origination
 | * Budgeting & Forecasting
* Regulatory Compliance
 |
| * Client Relationship Management (CRM)
* Banking Products & Services
 | * Request For Proposal (RFP)
* Request For Quotation (RFQ)
 | * Manpower Capacity Planning & Scheduling
 |
| * Staff Supervision & Training
 | * Payroll Transactions Monitoring
 | * Project Management
 |

**Professional Experience – 17 years 3 months**

**Career Chronology**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Designation** | **Duration** |
| KAPICO Group Holding Co KSCC. – Dubai, UAE. (Auto World Spare Parts Est.) | Supervisor – Procurement (Inventory Control & Analytics) | 24th Jun’13 till date(4 years 0 months) |
| WNS Global Services Private Limited – Gurgaon, India. | Assistant Manager – WFM(Work Force Management) | 7th Jun’12 – 7th Jun’13(1 year) |
| Wipro BPO Solutions Limited – Delhi, India. | Senior Executive – WFM(Work Force Management) | 13th Nov’06 – 4th Jun’12(5 years 7 months) |
| Roots Multiclean Limited – Mumbai, India. | Associate Commercial | 25th May’04 – 4th Nov’06(2 years 5 months) |
| ICICI Home Finance Limited – Coimbatore, India. (For Vaibhav Enterprises) | Back Office Executive – Collections (Outsource) | 1st Feb’03 – 31st Jan’04(1 Year) |
| ICICI Bank RPC Limited – Coimbatore, India. (For Gopinath & Sharma) | Back Office Executive – Operations (Outsource) | 11th Jan’01 – 31st Jan’03(2 years 1 month) |
| Vattiyoorkavu Service Co-operative Bank Limited – Trivandrum, India. | Computer OperatorData Entry Operator | 9th May’00 – 31st Dec’009th Nov’99 – 30th Apr’00(1 year 2 months) |

**Overall Accountabilities & Accomplishments across domain: (Recent to Old)**

* Evaluate Supplier, Negotiate and develop contracts with suppliers through exercising knowledge of market prices to achieve cost reductions, ensure compliance with Company standards and protect corporate interests.
* Preparation, Update and maintenance of Spare parts data to clearly understand the availability.
* Ensures adequate inventory of automotive spare parts in accordance with inventory cycles and organisational philosophy.
* Conducts daily inventory analysis to solve inventory problems and also develop and implement inventory control procedures.
* Coordinates and manages daily physical cycle counts with the help of Team members. Trains and manages an inventory team.
* Create, maintain and foster long-term partnerships with suppliers through engaging on a win-win dialogue on how best to align the commodity requirements and the supplier’s capacities thus ensuring needs are best served.
* Undertaking responsibilities of removing unnecessary procedures in procurement for efficient functioning.
* Process the preparation of shipping documents (Import/ Export), customs documentation and coordination of all Import and Export from overseas.
* Maintenance of Employee records and Payroll transactions monitoring.
* Providing Project Revenue details to the Finance department.
* Responsible for Request for Proposal (RFP), Capacity Planning, Scheduling & Forecasting.
* Handled MIS related to Supply chain management and Finance on **SAP R/3 module.**
* Supported in Cash Management Services, Front Office Customer Service and Bank Teller.
* Play an Instrumental role in the preparation of Bank Reconciliation Statement, Account Opening, Cheque Clearing and all Banking Back Office operations using “**Finacle**”.

**Additional Responsibility: Executive Assistant to the President – KAPICO Group Holding Co. KSCC.**

Typical duties will include but not limited to;

* Exposed to highly sensitive information and involvement with superior contacts requiring considerable use of discretion, tact, diplomacy, and judgment.
* Scheduling meetings as requested, booking meeting rooms, putting together agendas as well as accurate itineraries.
* Preparing various documents, coordinating all necessary meeting logistics, providing telephone coverage for internal and external calls, taking messages if needed, arranging travel and visas, coordinating internal and external announcements.
* Providing all other general administrative support, such as; diary management, conducting and assisting with assignments and projects, receiving and distributing correspondence and mail, gathering information and compiling diverse reports for management and serving as a right hand person to the president.

**Key Accomplishments:**

* Acknowledged for reducing the Inventory from 60 Million to 40 Million that too from old buckets.
* Identified wastages and implemented Cost saving methods and Streamlined Procurement Workflow at KAPICO.
* Recognised for successfully organising the Budget meeting in Dubai, UAE and Muscat, Oman at KAPICO.
* Implemented Manual Process to an Automation Process and Key person to automate the internal approval process at KAPICO.
* Known for managing and motivating teams for running successful operations of WFM/HR at WNS.
* Developed and Implemented Automated Self Training Tool in Excel for New joiners at Wipro/WNS.
* Acknowledged and appreciated for Best HR Practices at Wipro.
* Received “**Best Employee of the Month Award**” for more than 5 times at Wipro.
* Awarded “**Best Pragati**” Trophy & Certificate for providing innovative ideas at Wipro.
* Awarded “**Star Trainee**” for Remarkable contribution in Training phase at Wipro.
* Ranked among top 10 bankers for outstanding contribution at Bank.
* Selected by management to work on deputation at ICICI Bank RPC Limited, Hyderabad.

**Education & Professional Development**

**MBA - Finance** - From IIBM, Pune, Maharashtra.

**B.Com. (Bachelor of Commerce)** - From Annamalai University, Chidambaram, Tamil Nadu

**Computer Course:** MS Office, Oracle with Developer 2000, FoxPro and UNIX.

**Interests, Activities and Laurels**

* Participated in State Ranking Table Tennis Tournament at Ooty, Tamil Nadu, India.
* Participated in State Level Table Tennis Tournament at Trichy, Tamil Nadu, India.

**Personal Details:**

Date of Birth : 11-May-1979

Languages Known : English, Hindi, Tamil, Malayalam & Sanskrit

Nationality : Indian