**Jimson**

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**Summary**

To manage an efficient supply chain ensuring raw material purchasing ,stock levels and sales forecasts are aligned to manage day-to-day relationships with supply chain partners and to manage costs within the supply chain ensuring that processes and systems are effective to meet the needs and deliver agreed customer service levels.

To work in a vibrant environment, learn new technologies and give my best. Seeking a challenging career in the industry, that provides ample opportunity for amassing rich experience and technical process to become an indispensable asset to the organization.

**Buy Out Global Exports**

**Period: April 2014 to till date**

**Supply Chain & Business Development**

To meet the requirement of apparels and home decor for buyers globally . Buy Out Global Exports implements its core expertise of achieving success by fulfilling the needs of buyers in the field of sourcing , designing , developing and distribution ..

**Responsibilities:**

* Responsibility for managing inventory, receipting and movements and stock
* reconciliation at the end of each period.
* Manage relationships with manufacturing and storage and logistics partners in supply chain, including organising regular supply chain meetings.
* Manage all elements of supply chain costs including  freight, handling and storage, costs of processing and distribution.
* Maintain stocks of raw materials and finished products to meet the agreed sales forecast.
* Prepare  purchasing plan for all commodities .
* Following up new business opportunities and setting up meetings Planning and preparing presentations
* Plan, organize, direct, manage, and evaluate the purchasing activities and budget.
* Manage purchase requisitions/orders
* Generate and/or review invoices, work orders, consumption reports, and demand forecasts.

**Monier Roofing Pvt Ltd**

**Period : March 2012- March 2014**

**Manager- Purchase & Store**

Brass Monier Building Group is the largest roofing company worldwide , with offices in over 40 countries, technical centers and over 120 manufacturing facilities worldwide. Present in India since 1997 , Monier offers a range of concrete roof tiles, clay glazed roof tiles, fittings and roof components specially designed for the Indian market .

**Responsibilities:**

* Preparing weekly , monthly , quarterly procurement plan .
* Finalizing imported raw material price .
* Planning and budgeting of purchases , involving cost estimation , contract negotiations
* Inviting and allotting tenders
* Creating new vendors.
* Evaluating vendors & price negotiation , delivery schedule ,
* Coordinating with finance department for timely payment of bills.
* Resolving vendor or contractor grievances and claims .
* Preparing bid awards requiring for board approval.
* Communicating with subordinates for planning prioritizing work.
* Coordinating and assisting in procurement to Project Manager for upcoming plant.
* Managing project deliverables in line with the project plan
* Monitoring store inventory.
* Monitoring supply market and trends.
* Preparing MIS relating to Purchase & Store to facilitate analysis of information to the management.

**Monier Roofing Pvt Ltd**

**Period : May 2009- Feburary 2012**

**Asst.Manager- Purchase & Store**

**Responsibilities :**

* Managing the procurement process for raw materials, stock items, consumables, office supplies, equipment and services.
* Proactively liaising between supplier and department to resolve routine purchasing supply issues, ensuring accurate and timely supplies.
* Procurement of raw material from international market .
* Appointing shipping agents and clearing agents .
* Accurately maintaining the Company’s purchase data base.
* Monitoring and reviewing purchasing budgets.
* Negotiating with suppliers to obtain the best deal for individual products and long term discount agreements.
* Monitoring cleanliness and safety measures of store .
* Monitoring and preventing program to protect the company’s inventory and assets from theft .
* Categorizing of the products depending upon their usage or consumption for budgeting and timely supplies.
* Receive and inspect all incoming materials and reconcile with Purchase Order.
* Keeping track on orderly storage and issuance of materials, basic stock inventory, requisitions, purchases orders, invoices, packing slips, bills of lading, freight tags and record keeping systems.

**Freshtex Bangalore Pvt Ltd**

**Period : September 2008 – April 2009**

**Purchase & Store Officer**

Freshtex is a German based garment washing Company with its presence in India since 2005 are into implementation of creative designs for the fashion world . Our focus is to the development and production of modern washes and colorings and special treatments of textile in the jeans and the sportswear industry . We have contract with major brand like Levis , V F , Spykar etc

**Responsibilities :**

* Collecting quotations from various vendors & manufacturers.
* Processes of selection and evaluation of vendor.
* Preparing comparative statement for the management.
* Preparation of purchase orders/ work order/ contracts/LOIs.
* Interdepartmental coordination.
* Ensure in and out of product movement in due time and to correct destination.
* Taking inventory and analyzing all documents such as invoices, bills and other supply chain documents.
* Preparing shipping documents.
* Solve customer complaints and problems.
* Identify new solutions for logistics challenges.
* Prepare reports concerning supply chain operations.
* Assist the supply chain Manager in planning organizing the distribution of goods.

**H S Carriers, Rourkela.**

**Period : July 2004 – March 2005**

**Sr. Executive -Fleet Operations**

H.S Carriers operates with a fleet of over 150 heavy vehicles that also includes oil tankers that covers the entire domestic segment. A part of the fleet is hired by Rourkela Steel Plant for the transportation of their finished products to the sea port. Our responsibility is to ensure that the goods concerned are transported and delivered as planned. A part of the fleet is used to transport food grade products to different parts of the country. Transportation of raw materials for the steel plant and other allied steel plants are being done by us. Petroleum products are being transported by us to the Steel plants, NTPC and other medium sized industries

by our fleet of tankers. We have a contract with NTPC to transport coal from the mines to their plant. We also undertake the transportation of marble, granite etc. from Rajastan to different parts of the country.

**Responsibilities :**

* Timely scheduling of pick-up and delivery of goods to meet schedules.
* Assist in preparing commercial invoice and packing list.
* Destination tracking.
* Proper documentation.
* Assist in filling cargo claims.
* Daily and Weekly status report to be sent to the Operations Manager.

**Hindustan Engineering Company, Rourkela.**

**Period: January 1998 – June 2004**

**Sr. Executive ( Purchase & Stores )**

The firm has been doing Machining & Manufacturing, Fabrication, Erection and Rate Contract Agreement for Maintenance in large corporate establishment like NTPC, Steel Authority of India Ltd, Rourkela Steel Plant, Steel Authority of India Ltd, Raw Material Division, Larsen and Toubro Ltd, OCL Ltd, and other medium enterprises.

**Responsibilities :**

* Scrutinizing the purchase requisitions.
* Securing quotations.
* Preparing comparative statements and analyzing quotations.
* Choosing appropriate suppliers.
* Verifying invoices/bill passing.
* Preparation of GARN.
* Corresponding with local vendors for pending orders.
* Material requirement planning.
* Inspection of all receipts.
* Authorized to sign inward/ outward documents.
* Plan and ensure physical distribution of material to different stores.
* Maintenance of material codification according to package requirements and product wise data.
* Bank stock statement for every month.

**Singh Engineering Works. Rourkela , Odisha**

**Period: October 1990- December 1997**

**Store Executive**

The firm has been doing Machining & Manufacturing of mechanical spare parts for Steel Authority of India Ltd, Rourkela Steel Plant, and other small and medium enterprises.

**Responsibilities:**

* Physical stock taking.
* Maintenance of stock records.
* Material handling.
* Checking receipt of materials.

**Educational qualification**;

**DIPLOMA IN MECHANICAL ENGINEERING ( 2005- 2008 )**

**William Carey University , Meghalaya**

**ICSE (1990)**

**Guru Tegh Bhadur School, Rourkela, Odissa**

**Working knowledge in Outlook , Excel , Word , Power point , Tally**

**STRENGTHS:**

* Proven strength in problem solving and analysis.
* Achievement oriented.
* Strong communication skill.
* Efficient and effective in getting work done, able to prioritize.
* Interpersonal and learning skills matched with the ability to manage stress and time.
* Self Motivation
* Negotiation

**PERSONAL DETAILS:**

Marital Status : Married

Nationality : Indian

Languages Known : English, Hindi, Malayalam and Oriya

Hobbies : Traveling, Listening to Music, Cooking and Reading.

**Jimson**