

# RIYA SHARMA

## Materials Manager

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Materials management expert with experience in shipping, receiving, inventory control, planning and scheduling, and material and supply procurement. Proven ability to use lean manufacturing to generate continuous improvement. Effective team leader with a track record of effectively managing resources, increasing productivity, and ensuring on-time delivery.

## SKILLS

Supply Chain Support | Inventory Control | Materials Management | Logistics | Customer Service | Warehouse Operations | Strategic Sourcing | Cost Reduction | Production Control

## EDUCATION

2018 **MBA -> IBS, Hyderabad**

2014 **BBA -> IBS, Hyderabad**

## EMPLOYMENT HISTORY

- 2018 - Present **Materials Manager -> Dayco, Hyderabad**
- Develop operational and supply chain metrics to evaluate efficiency.
  - Monitor adherence to budget by monitoring productivity, overtime and group spending.
  - Develop and forecast budgets for the department yearly and forecast monthly (key indicators).
  - Lead projects including creating new schedules for production areas, new material flow throughout the facility, and new facility layout.
  - Ensure overall efficiency and metrics (safety, service, cost) for all materials operations.
  - Interact with various stakeholders to ensure the organization of the materials is meeting customer expectations both internal and external.
  - Integrate and develop new suppliers for insourcing and outsourcing of materials.
- 2016 - 2018 **Materials Manager -> SoftArk Resources, Hyderabad**
- Supervised purchasing functions such as product and service research, vendor selection, price, contract negotiation and purchase order completion.
  - Created scheduling parameters which reduced the total amount of changeovers.
  - Redesigned plant operations systems and Improved supplier lead times.
  - Directed materials management team, improved customer relations and reduced inventory while increasing turns. Implemented a new MRP and ordering system.
  - Delivered cost savings initiatives and a strong focus on inventory reduction.
  - Issued requests for quotations for assigned commodities; negotiated final price and terms.
  - Acted as a liaison between the project team and supplier for all purchasing activities.

## COURSES

**Certified in Production and Inventory Management (CPIM) at APICS**

**Certified Manager Certification (CM) at ICPM**

## LANGUAGES

Hindi | English | Spanish