

# SHALINI M

## SENIOR ENGINEER

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Date of Birth: 05-05-1999

A highly motivated and results-oriented procurement and planning professional with 5+ years of experience seeks to leverage expertise in strategic sourcing, vendor management, and supply chain optimization within the Business Supplies/Equipment industry. Possesses a proven track record of implementing efficient procurement processes, streamlining operations, and delivering cost savings. Desires to contribute to a dynamic and growth-oriented organization by leveraging expertise in SAP, MRP, and inventory control to ensure timely delivery and optimal inventory levels. A strong communicator and negotiator adept at building and maintaining robust supplier relationships. Eager to contribute to a team's success while driving continuous improvement and exceeding expectations.

## PROFESSIONAL SUMMARY

- Over five years of experience in strategic procurement and planning within the manufacturing industry.
- Expertise in direct and indirect procurement of raw materials, components, and equipment.
- Proficient in using SAP MM module for purchase order creation, inventory management, and goods receipt.
- Successfully managed vendor relationships to ensure timely delivery and cost-effective sourcing.
- Experienced in implementing MRP methodologies for optimal inventory control and forecasting.
- Skilled in negotiating contracts and agreements with suppliers.
- Adept at analyzing supply chain data to identify and implement process improvements.
- Proficient in using data analysis tools such as Power BI to track key performance indicators.

## SKILLS

**Technical Skills:** SAP MM, MRP, Inventory Control, Procurement, Sourcing, Vendor Management, Negotiation, Power BI, MS Office, Supply Chain Management

**Soft Skills:** Communication, Negotiation, Problem Solving, Analytical Skills, Time Management, Teamwork, Adaptability, Detail-Oriented, Organization, Relationship Building

**Core Competencies:** Strategic Sourcing, Supplier Relationship Management, Inventory Optimization, Procurement Process Improvement, Data Analysis & Reporting

## WORK EXPERIENCE

### TATA Electronics PVT LMT

#### Senior Executive ( RM Procurement ) (Hosur) (Jun 2024 - Present)

As Senior Executive (RM Procurement) at TATA Electronics, spearheaded all aspects of raw material procurement to support production demands. This encompassed strategic sourcing, vendor negotiation, contract management, and supply chain optimization. Played a pivotal role in ensuring timely and cost-effective material acquisition while adhering to stringent quality standards.

- Managed the procurement of raw materials, including electronics components, chemicals, and other materials, from local and international suppliers across Asia, Europe, and North America.
- Led negotiations with suppliers, securing competitive pricing and favorable contract terms to minimize costs and ensure timely delivery.
- Collaborated with internal stakeholders, including engineering, production, and quality assurance, to determine material requirements and ensure seamless supply chain operations.
- Utilized SAP MM module for purchase order creation, tracking, and expediting, ensuring accurate inventory levels and timely delivery of materials.
- Monitored supplier performance, addressing any discrepancies or delays, and implementing corrective actions to maintain supply chain efficiency.

#### Achievements:

- Successfully negotiated contracts with key suppliers, resulting in significant cost savings for the company.
- Streamlined the procurement process, reducing lead times and improving overall efficiency.
- Implemented a robust vendor management program, strengthening relationships with key suppliers.
- Maintained optimal inventory levels, preventing production delays and minimizing storage costs.

### Cterpillar INC

#### Junior Executive ( Indirect purchase ) (Chennai) (Jun 2023 - Jun 2024)

As Junior Executive (Indirect Purchase) at Caterpillar INC, managed the procurement of indirect materials and services. This involved vendor identification and evaluation, price negotiation, purchase order processing, and invoice management.

- Managed the procurement of indirect materials and services, such as office supplies, IT equipment, and maintenance services, for Caterpillar INC.
- Evaluated and selected vendors based on price, quality, and delivery terms to meet company requirements.
- Negotiated contracts and agreements with suppliers, ensuring cost-effectiveness and compliance with procurement policies.
- Processed purchase orders, tracked deliveries, and resolved invoicing discrepancies to maintain accurate records and timely payments.
- Collaborated with internal stakeholders across various departments to understand their indirect procurement needs and provide timely support.

#### Achievements:

- Successfully negotiated favorable contracts with suppliers, resulting in cost savings on indirect procurement expenditures.
- Implemented a streamlined purchasing process for frequently ordered items, reducing lead times and improving operational efficiency.

**ETN Industries Pvt.Lmt**  
**Junior Excutive ( RM Procurement ) (Aug 2019 - Jun 2023)**

As Junior Executive (RM Procurement) at ETN Industries Pvt. Ltd., responsible for all aspects of raw material procurement to support manufacturing operations. Focus on sourcing optimization, price negotiation, inventory management, and logistics coordination to ensure timely and cost-effective material availability.

- Sourced and procured a diverse range of raw materials, including electronics components, hazardous chemicals, and manufacturing supplies, from domestic and international vendors.
- Negotiated prices and contracts with suppliers, ensuring competitive rates and adherence to quality standards.
- Managed inventory levels, tracking stock movement, and implementing strategies to minimize waste and optimize storage costs.
- Coordinated with logistics providers for timely and cost-efficient transportation of materials, both domestically and internationally.
- Collaborated with cross-functional teams, including production, quality control, and finance, to ensure seamless material flow and meet production schedules.

- Achievements:**
- Successfully identified and onboarded new suppliers, expanding sourcing options, and increasing competitiveness.
  - Implemented improvements in inventory management practices, resulting in a reduction in stockouts and improved overall inventory turnover.

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**EDUCATION**

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**CIT, Puducherry** (2016 - 2018)  
B Tech, EEE

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**PROJECTS**

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- Operations**
- Ensured on-time delivery of materials by sharing accurate forecasts with vendors and utilizing the 'Night Owl' tool for efficient supply planning.
  - Managed daily updates of CTB and PSI data through the 'Build Rabbit' platform, ensuring seamless information flow across the supply chain.
  - Leveraged SAP MM module for end-to-end procurement processes, including purchase requisitions, purchase order management, inventory tracking, and goods receipt.
  - Conducted direct and indirect procurement activities, sourcing raw materials like electronics, chemicals, and other manufacturing essentials from diverse global regions.
  - Streamlined payment processing for local and international suppliers, utilizing TT/LC methods, and managing advance/credit payment terms.
  - Collaborated with freight forwarders (air and sea) to optimize import logistics, securing competitive rates and timely delivery of materials.
  - Maintained proactive communication with suppliers, closely monitoring delivery schedules, addressing discrepancies, and ensuring timely receipt of materials.
  - Reconciled rejection stock by coordinating credit notes, debit notes, and replacements, minimizing losses, and ensuring accurate inventory reconciliation.

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**LANGUAGES**

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English, Tamil