



An articulate, Persuasive, and competent individual with 5 year 8 months of captivating experience in strategic procurement & planning division. Seeking to work in a competitive and challenging environment to enhance my technical & personal attributes and to implement efficient working methods for the betterment of the organization and thus to deliver tangible value to my employer.

## CONTACT

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9003448552

EMAIL:  
Shaliniee527@gmail.com

## AWARD

State athletic Champion (Sprinter)

## STRENGTH | WEAKNESS:

Effectively work in highly pressurized situations | multi-tasking too much.

## PERSONAL DETAILS:

- ☐ Date of Birth: 05/05/1999 Marital status:
- ☐ Unmarried

## SKILLS

- + Vendor management, Buyer activity (BOM & NON BOM)
- + SAP HANA, ERP Level handling (WPG, AVNET, RENESAS, EVERWINER), SIA, EDOF, DSP, CLOUD 9, GEP TOOL
- + CTB, Forecasting, PSI, Inventory control, Power BI, Manual testing, developer(azure)

# SHALINI

**Puducherry University CIT COLLEGE**  
2016 – 2022

BTECH.ELECTRICALELECTRONICSENGINEERING|PUDUCHERRYUNIVERSITY|2020-8.5CGP

**MBA Network Analysis CIT College**

## WORK EXPERIENCE

**TATA Electronics Private Limited IN HOSUR. (SCM)- Senior buyer**  
JUNE 2024

**CATERPILLAR IND PVT LMT IN CHENNAI. (SCM)**  
2023/JULY–2024/MAY

**EATAN INDUSTRIES PVT LTD SCM**  
2018–2023

### Operation:

Direct material procurement and Indirect material procurement.,

- Material planning based on production need by simulation data preparation.
- Procurement of raw materials such as Electronics Components, hazardous chemical materials, bought out materials, wood materials from various region- Asian, China, Hongkong, Taiwan, Korea, Japan, USA, Italy, UK, Germany.
- Process of payment for both local and import suppliers by TT or LC with Advance, Credit payment.
- Interaction with Freight forwarder (Air & Sea) to get the import materials with best prices.
- Regular follow up with the suppliers to get the materials on time delivery (Maintaining report with vendor as delivery control)
- Interacting with stores for timely receipt of materials.
- Closing our rejection stock on every month end by getting credit note, debit note and replacement.
- Preparing documents and reports- Forecast on every end of month, getting PR data, materials inventory data, pushout & cancellation delivery date of materials.
- Sourcing of components to get cost effective solutions by the way of drop in equivalent part.
- Vendor development activities for new components.
- Working software SAP

**Sourcing activity:**

o Negotiates pricing and other terms of purchase under supervision. Manage nonstrategic suppliers (none QFM) Quotes materials; procures materials, components, equipment and services at the lowest cost.

**Personal Details**

**Father Name** : Maguy

**Mother Name** : Indira

**Native** : Pondicherry

