



SHALINI M

Senior Engineer

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Location

Puducherry

Marital Status

Unmarried

EXPERIENCE

5 Years 8 Months

SKILLS

purchase activity Inventory Control

Direct and Indirect Buy

MRP Supply Plan Activity

Forecast, Negotiation, Sourcing

Vendor Management

RTV Process, CTB, MRP SP Activity

SRM, SAP (hana Version, SAP MM)

PO Creations, PR, GR Process

Material Planning, Build Rabbit

Delivery Note, EPO Process

BL Creations, OP Orders

Incoterm Activity, shipment followup

PSI, MS Office, Power Point, Power BI

RM Procurement. MN testing

EDUCATION

2016 – 2020 B Tech, EEE

CIT Puducherry – CGPA: 8.5

PROFESSIONAL EXP

June 2024 – Present

TATA Electronics Pvt Lmt –Hosur

June 2023 – June 2024

Cater Piller INC.–Chennai

Aug 2019 –June 2023

ETN Industries pvt Ltd, puducherry

About Me

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.

WORK EXPERIENCE

IPHONE –D53,D47,Leo,D37 (2024 – 2025)

Senior Excutive (RM Procurement) – TATA Electronics PVT LMT

Local code to crop code migration (2023 – 2024)

Junior Excutive (Indirect purchase) – Cterpillar INC

Primary coil and transformer (2019 – 2023)

Junior Excutive (RM Procurement) – ETN Industries Pvt.Lmt

Operations:

- ☆ On-time forecast shared with the vendor. Supply plan Night Owl tool used to upload. Build Rabbit used to upload CTB and PSI every day
- ☆ SAP is used for PO creation, PR creation, inventory storage, open PO orders, goods receipt process, and shipment follow-up activities
Direct material Procurement and indirect material Procurement
- ☆ 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.