

#29/74, Sri Sastha Nivas  
Thiru Kumaran Nagar,  
Singanallur.  
Coimbatore -641005

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## **M. Madhankumar**

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**Objective** To build up my career in an Organization where my skill and abilities are recognized and my growth is felt unlimited.

**Working Experience** ❖ **ABB INDIA LIMITED-Coimbatore & Bangalore**  
**Senior Supply Chain & Senior Commercial Executive**  
**(2010 to 2021)**

**Roles in Supply Chain  
Management/Accounts  
Receivables.**

- ❖ Handle non confirmation issues with key account manage through Improved processes and procedures.
- ❖ FINANCIAL PERFORMANCE .
- ❖ Responsible for identifying documenting and materializing business improvements for assigned clients.
- ❖ Owns all SCM operations activities under file Management for the customers and purview
- ❖ Handling of goods supplied to vendors against sub - contracting purchase orders.
- ❖ Ordering of factory maintenance goods and services.
- ❖ Ability to communicate effectively and professionally by phone or email.
- ❖ Strong Interpersonal skills with ability to work effectively with individuals and groups.
- ❖ Able to work effectively under pressure & adaptable to dynamic changes.
- ❖ Financial Principal and terms knowledge offers from Suppliers

## **Roles in Purchase Division**

- ❖ Research Potential Vendors
- ❖ Compare & Evaluate offers From Suppliers
- ❖ Track Orders and Ensure timely Delivery
- ❖ Review Quality of Purchased Products
- ❖ Enter order Details (Vendors,Quantities,Prices) Into Internal Database
- ❖ Purchase order creation Converting requisitions into purchase orders, obtaining appropriate purchase order's approvals.
- ❖ Assist with Quotes requests preparation of Po's Invoice, Purchase card reconciliation, receipt, documentation and tracking.
- ❖ Regularly run, review and distribute expired subcontract/ Pore port.
- ❖ Responsible for timely close out of sub contracts/ Po's in accordance with company procurement policy.
- ❖ Execute against reports and compiles information to share with the buyers, operations and vendor as necessary.
- ❖ File purchase orders, requisitions, contracts, maintain files and invoice reconciliation.
- ❖ Build clear and strong communications towards management divisions, suppliers and sub vendors.

## **Roles in Stores department**

- ❖ Monitor Stock Levels and Place Order as needed.
- ❖ Coordinate with warehouse staff to ensure Proper Storage
- ❖ Purchase order creation Converting requisitions into purchase orders, obtaining appropriate purchase order's approvals.
- ❖ Assist with Quotes requests preparation of Po's Invoice, Purchase card reconciliation, receipt, documentation and tracking.
- ❖ Regularly run, review and distribute expired subcontract/ Pore port.
- ❖ Responsible for timely close out of sub contracts/ Po's in accordance with company procurement policy.
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- ❖ File purchase orders, requisitions, contracts, maintain files and invoice reconciliation.

- Roles in Documentation & Filing**
- ❖ Maintain Receipts ,Records and withdrawals(Civil and Electrical)
  - ❖ Maintain inventories
  - ❖ Receiving & arranging materials,Preservation of the material,Recording,Issue of Materials.
  - ❖ Issuing Purchase requisition and supervision
  - ❖ Maintain Clear and organized records to ensure all reports and invoices are filled and stored properly.
  - ❖ Preparing & Followup of documentation and Materials of Returnable and Non Returnable gate pass.
  - ❖ Perform Any other duties assigned by the superiors & Management also.
  - ❖ Build clear and strong communications towards management divisions, suppliers and sub vendors.  
Decision making skills with attention to detail and as per organizational process.
  - ❖ Prepare reports for a wide variety of company departments. such as accounting and humans resources, using through software systems.
  - ❖ Organized on-site meeting arrangements and schedules.
  - ❖ kept online filing systems updated as needed  
Answered Phone calls and properly by routed the according to office procedure.

- Roles in Accounts Receivables/Payables Administration**
- ❖ Accounts receivables Handling for Entire South India
  - ❖ Entire process for collect the payment by follow up through mail,calls,and direct visit to customer sites if requires
  - ❖ To make arrangements to made the GRN from stores and follow up for the bills to be moved to Accounting process
  - ❖ For tenders Bank guarantee,EMD and retention payment follow up.
  - ❖ Rejection, Debit note, Credit note details are need to be accounted
  - ❖ TDS Certificate collection and accounting
  - ❖ Sending collection Forecast & status report to Finance Department
  - ❖ Reconciliation of pending payment statement through Balance confirmation
  - ❖ Top Priority to collect the **OLD & BAD** debts through proper

supportive documents

- ❖ Receive the Service Invoice clearance from User department and make it to be accounted
- ❖ To Collect the RTGS and Payment details for reconcile the accounts
- ❖ Tender invoice accounting process and followup until it's reach the finance department

#### **Roles in Administration**

- ❖ To Maintain distributors network
- ❖ Coordinate with dealer & Sub dealers for new orders
- ❖ New dealer development
- ❖ Sales Promotion activities
- ❖ To support Employees payroll & Attendance to HR Dept.
- ❖ Work out for new projects and business development.

#### **❖ RVS Educational Institutions –Sulur Purchase & Maintenance Manager. (2021-2023 Still)**

- ❖ Purchase order creation Converting requisitions into purchase orders, obtaining appropriate purchase order's approvals.
- ❖ Assist with Quotes requests preparation of Po's Invoice, Purchase card reconciliation, receipt, documentation and tracking.
- ❖ Regularly run, review and distribute expired subcontract/ Pore port.
- ❖ Responsible for timely close out of sub contracts/ Po's in accordance with company procurement policy.
- ❖ Execute against reports and compiles information to share with the buyers, operations and vendor as necessary.
- ❖ File purchase orders, requisitions, contracts, maintain files and invoice reconciliation.

#### **Administration Responsibilities**

- ❖ Build clear and strong communications towards management divisions, suppliers and sub vendors.  
Decision making skills with attention to detail and as per organizational process.
- ❖ Prepare reports for a wide variety of company departments. such as accounting and humans resources, using through software systems.
- ❖ Organized on-site meeting arrangements and schedules.
- ❖ kept online filing systems updated as needed
- ❖ Answered Phone calls and properly by routed the according to office procedure.

**Working Experience****TURBO ENGINEERS (CBE) COIMBATORE.  
Commercial Executive (2007-2010)****Responsibilities in  
Purchase &  
Commercial**

- ❖ Manufacturer of Idlers, rollers, cast Basalt Pipes & Bends
- ❖ Supplies to Electricity Board, Cement, Steel & Paper Industries
- ❖ Tenders Preparation & Submission
- ❖ Payment Follow Up
- ❖ New order Follow Up
- ❖ Collection old Payments ( Bad debts)
- ❖ TDS Certificate Collections & Accounting.
- ❖ Taking Care of Collections to the entire south India.
- ❖ Sample Testing & Approval Getting.
- ❖ Invoice submission & to make GRN.
- ❖ Bank Guarantee Arrangement & Follow up for Collection.

**Education**

- ❖ **Bachelor of Business Management ( BBM)**  
2000-2003 VLB Janakiammal College of Art & Science,  
Coimbatore.

**Computer Skills**

- ❖ SAP 740 ACCOUNTING & TDS ACCOUNTING  
Ms- Office

**Personal Information**

- ❖ Father Name : K. Murugesan
- ❖ Date of Birth : 03th June 1983
- ❖ Marital Status : Married
- ❖ Religion : Hindu

**Languages Known**

- ❖ Tamil ( Speak & Write)
- ❖ English ( Speak & Write)
- ❖ Malayalam (Speak),Hindi (Beginner)

**Declaration**

- ❖ I hereby declare that the information below is true to the best of my knowledge and belief.

**Date :****Place:****( M. MADHANKUMAR)**