

## **CURRICULUM VITAE**

**AMMANABROLU SUNEEL**

E-mail: [suneelgkce@gmail.com](mailto:suneelgkce@gmail.com)

Phone: +91- 6304787767

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### **OBJECTIVE:**

A challenging career in an organization seeking suitable position to utilize my skills and abilities with total 9 years of experience purchase department for the improvement of Organization.

### **CAREER OBJECTIVE:**

- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programs.
- Working knowledge of MS, Tally, ERP.
- Experienced with implementing systems of inventory management avoiding over-stocking

### **EDUCATION QUALIFICATIONS:**

- Passed B. TECH in Mechanical Engineering from Gokula Krishna College of Engineering
- Passed Intermediate from Sri Chaitanya College
- Passed S.S.C from Sri Krishna Chaitanya High School

### **SOFTWARE SKILLS:**

- Operating Systems : Windows 7, MS office, Tally, ERP
- Mechanical software : AutoCAD 2010
- Positive thinking & Hard Working
- Ability to deal with people diplomatically

### **Professional Experience:**

Previews working S2 Engineering Industry Private Limited, Purchase Executive – Bahadurpally Hyderabad form September 2014 to March 2022.

Present working in T.V.A Engineering services Assistant Purchase Manager - Kukatpally Hyderabad from April 2022 to Still working.

### **JOB DESCRIPTION / Key Activity's: Purchase management:**

- Sourcing, Floating Enquires, techno-Commercial terms discussions with Vendors and preparation of comparison statements for final decision.
- Follow-up with Vendors for all goods and Services ordered and dispatch/shipment details and to ensure it all reached facility on time.
- Preparation and release of all Purchase orders.

- Communicating to all internal departments / HOD's on the progress of their requirements on day-day to basis and in case of delay in obtaining supply.
- Vendor development for reliable and alternate sources of supply.
- Preparation of MIS reports on monthly basis.
- Maintain Minimum Inventory valuation etc.
- Handling all goods and services related activities like; Receipts, Issues and entry, Bills forwarding, Inventory valuation etc.
- Communicate with all the departments/HODs in the absence of purchase HOD
- Maintaining a proper database of orders and timely updating of those records.
- Closely monitoring stock levels and maintaining the minimal buffer.
- Preparing Work Orders with Terms & Conditions.
- Evaluating different offers and pricing points against quality of purchased products.
- Evaluating vendors & negotiating the price, delivery schedule and terms conditions with them.
- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing standard operating procedures with in the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.
- Exposure in maintain materials storage, locations, FIFO as per requirements.
- Coordinating with production planning to meet client priorities.
- Releasing monthly schedules, procurement of materials spares & consumables.
- Checking of invoices in accordance with Purchase order.
- Make Payments schedules to Suppliers / Vendors.
- Co-ordinating and controlling the material aging and product expiry cycles.

### **Purchasing Responsibilities:**

- Develops a purchasing strategy.
- Processes purchase orders.
- Manages other members of the purchasing team.
- Maintains records of goods ordered and received.
- Negotiates prices and contracts with suppliers.
- Builds and maintains relationships with vendors.
- Selects prospective vendors and negotiates contracts.
- Evaluates vendors based on quality, timeliness, and price.
- Schedules deliveries and ensures timely fulfillment of orders.
- Researches and evaluates vendors to compare pricing and services.
- Coordinates with fellow managers to monitor inventory and determine supply needs.
- Ensures quality of procured items and addresses problems when they arise.
- Keeps up with trends in procurement.
- Travels to vendor locations.
- Stays current with purchasing technology trends and oversees purchase and implementation, as necessary.

- Ensure all the files are updated on weekly / monthly basis with all the purchase related documents, invoices, POs, DCs etc.,
- Co-ordinate with Accounts Dept. for Purchase related payments and others of any.
- Managing logistics functions, negotiating with transporters & clearing agents for cost effective transport solutions & clearances.
- Collecting quotations from various vendors and negotiating the best prices
- Preparing the comparative sheet for each & every material.
- Finalizing the rate and quality getting approval from management.
- Follow up the material vigorously with the supplier to ensure the dispatch on time
- Interaction with accounts dept. releases the payment to the vendors as per supply terms.
- In case if any rejection materials from stores interaction with quality control dept get the report and send back to the vendors.

<b>Purchasing Skills:</b>
Excellent organizational skills.
Effective communication skills.
Negotiation skills.
Interpersonal skills.
Attention to detail.

## **PERSONAL PROFILE:**

Name	: Ammanabrolu Suneel
Father's name	: Mr. A Srinivasulu
Date of Birth	: 01st July, 1989
Sex	: Male
Marital Status	: Married
Nationality	: Indian
Languages Known	: English, Telugu, Hindi and Tamil.
Alternate E-mail	: <a href="mailto:suneelgkce@gmail.com">suneelgkce@gmail.com</a>
Permanent Address	: Door No: 3-5-5/1, Rajagopal Puram 4 <sup>Th</sup> Street Naidupeta SPSR Nellore Dist., Andhra Pradesh Pincode-524126.

## **DECLARATION:**

I hereby declare that the above information is Correct up to my knowledge and belief.

Place: Naidupeta

A. Suneel

Date:

(Signature)