**SANJEEV KUMAR BANDARI**

**Flat No. 203, Godavari Apts, Shyamlal, Begumpet, Hyderabad-500 016**

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* 19+ years of experience in Supply Chain, Facility Management, and Marketing Communications& Handling Key Accounts - managing various categories spends and cost reduction strategies.
* A strategic leadership role transforming Procurement & Supply Chain into new levels of efficiency, profitability & customer integrity.
* Managing the Supply Chain function and reviewing the contracts to ensure full compliance with Suppliers& regulations.
* Proficient in managing business operations encompassing customer relationship management, Administration, market analysis.
* Track record of identifying redundancies and maximizing resources to streamline procurement operations.

**Organisational Experience**

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**JK Trading Corporation – The Ultimate Gifting Concepts**

**Supply Chain Manager Nov’15 – July’20**

* Sourcing and Procurement – General Merchandise, Corporate Gifting, Electronics & Home Appliances
* Rate Contract/Negotiation with OEMs & Non-OEMs
* Monitoring Suppliers Performance regularly
* Introduction of New Product development
* Lead the Ecommerce fulfillment operation through the entire supply chain (from the order placement to customer delivery)
* Develop operational processes, ensuring systems, processes and procedures are integrated and enable the E-Commerce operation to grow revenue and activity substantially in domestic market.
* Ensure the operation has the capability to deliver a consistent level of high service during periods of promotional and seasonal demand
* Deliver operational budget and performance targets
* Manage third party logistics ensuring best value and delivery performance
* Continually improve service delivery and profitability ensuring performance and activity is benchmarked against competition and industry best-practice
* Develop operational KPI's and communicate performance which will allow the business to measure service delivery and benchmark against best-in-class

**KEY ACCOUNTS HANDLED: Bi World Wide, Asian Paints, Bharathi Cements / MYK Latecrete**

**eYantra Industries Pvt. Limited - Corporate Brand Merchandising & Office Supplies Company**

**Regional Supply Chain Manager since Nov’09 – Oct ‘15**

**Key Responsibilities**

***Supply Chain Management***

* Sourcing and Procurement – Office Supplies, Facility Management, IT Consumables, Gifting& various category products for IT, Pharma & Non- IT companies
* Identifying and developing potential vendors for achieving cost effective purchases; eliminating bottlenecks & reduction in lead time
* Planning, organizing and controlling all requisite activities to perform strategic sourcing, negotiation, recommendation, ordering, inspection, expediting & tracking, reporting, payment processing, etc.
* Rate Contracts with OEMs & Authorized Distribution Partners. Fixingannual rebate discounts
* Introduction of New Product Development
* Manage Inventory and conducting inventory audit & cycle counting
* Manage the Logistics & Distribution to ensure timely deliveries as per the defined SLA
* Manage the reverse logistics (for damaged goods etc.)
* Prepare annual or quarterly budgets of operation and financial targets in compliance with policies and objectives of the firm
* Managed Team Size 15
* Major Vendors: 3M India, Origami, Pudumjee Hygiene, Kimberly-Clark, HP, Samsung, Celloetc.

***Sales/Customer Service Management***

* Visiting clients for Product Catalogue Presentation and suggestion
* Campus store Set-up - Display Brand Merchandising & Product Placement
* Understanding customer requirements, providing inputs and suggesting products as per the budgetary constraints
* Major Clients: DELL, Honeywell, Ernst & Young, Airtel, Gland Pharma, Bharat Biotec, Coca-Cola etc.

**Office Depot**

**Manager – Procurement Jun’06 – Nov’09**

**Key Responsibilities**

* Sourcing and Procurement - Office Supplies Category, Janitorial , Gifting& adhoc items
* Costing and Vendor Development
* Generating revenue savings thru annual rebates and discounts on purchase volumes i.e. HP Consumables/Branded Products
* Merchandising (Vendor selection, relationships, price modification including SLA)
* Stock replenishment-- various retail outlets, retail planning and reconciliations
* Monitor inventory – Sales, Purchase Quantity, Non-moving, Slow moving & fast moving products
* Handled Team Size of 5

**Ushodaya Enterprises Pvt. Ltd. (Priya Foods Division)**

**Senior Executive Nov’04 – May’06**

**Key Responsibilities**

* Working with Ad- agency for designing publicity material
* Sourcing Gifting items for cross promotional schemes introduced from time to time
* Providing support to Marketing Team for promotional activities / Visual Displays in Modern Trade outlets
* Participation in Exhibitions and Trade Fairs. Responsible for stall design layout, display of promotional material,
* Responsible for POP material with incorporation of latest schemes and promotions
* Planning and execution of Print and Electronic Media

**Gati Limited, Hyderabad**

**Executive: Administration & Corporate Communications May’96 – Oct’04**

**Key Responsibilities**

* General Administration, Transportation Management, Hospitality, Food & Services
* Negotiation & Finalizing Rate Contracts / AMCs
* Sourcing, Negotiation, Procuring, & Managing OEMs for Designing and Printing of Business Stationery
* Managing Inventory & Logistics
* Co-ordination with Functional HODs on various projects
* Co-ordination with Ad agency for designing of various promotional brochures, print media etc.
* Participation in Exhibition and Trade fairs, Customer Meets and Promotional Material support to the Sales Team

**Noteworthy Milestones across the tenure**

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* When joined the eYantra Industries**,** it wasprimarily into corporate brand merchandising & Instrumental in starting of office supplies business.
* Instrumental in leading the Office depot at Hyderabad to be recognised as best branch in terms of Profitability Margins &Operations.
* Sourced & procure complete Facility and Cafeteria Category Products for various Flipkart Sites,

Ernst and Young and organize delivery within the agreed SLA.

* Received Certificate of Appreciation from Head-Human Resources (Gati Ltd.) for the Co-ordinationof Top Management Strategic Business Meet held at Indian School of Business (ISB**).**
* Led rationalisation of>5000 SKUs to ensure effective inventory management.
* Introduced new products from time to time to the sales team in order to promote & better profitability.

**Academia**

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* Masters Diploma in Business Administration from Symbiosis Institute of Management Studies, Pune
* PG Diploma in Mass Communications