**CURRICULUM VITAE**

**MAHENDER.S**

H.No. 1-9-21,

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| **Objective** |

### To develop my career as a good and efficient professional and to work with an organization that gives scope to update my knowledge and skills and to work towards the progressive growth of the organization.

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| **Work Experience** |

* Worked as stores Manager in Sri Durga Industries, IDA cherlapally, Hyderabad. Jun 2008 to Dec 2012.
* Worked as Admin & Stores manager in Comsat systems Pvt ltd, Mallapur, Hyderabad. Jan 2012 to june 2016.
* Worked as Admin & Sourcing Manager in Ipay tech India pvt ltd, Panjagutta, Hyderabad. July 2016 to Dec 2018.
* Working as Sourcing Manager (Fmcg & Grocery Category ) in Shopx (10i Commerce Services pvt ltd) Hyderabad.

June 2019 to till date.

### CURRENT EMPLOYER PROFILE:

**ShopX** (10i Commerce Services pvt ltd) is India's fastest growing B2B e-commerce platform that provides significant benefits to retailers across India. The company is on a mission to organize commerce through technology to make it accessible and valuable to everyone, where Brands, Retailers, and Consumers are connected. These shopkeepers can browse through a digital catalogue of major brands.

**Sourcing Manager Fmcg & Grocery Job description:**

* Researching, evaluating developing potential vendors and suppliers for specific categories
* Requesting quotes and comparing prices for maximum.
* Estimating and establishing cost parameters and budgets for purchases
* Managing relationship with vendors and suppliers
* Negotiating appropriate contracts for pricing and supply and closing deals with optimal terms
* Coordinating with suppliers managing supply operations by tracking incoming inventory delivery arrival time
* Organizing and updating database of suppliers, delivery times, invoices, and quantity of supplies
* Working with team members to develop future purchasing plans and potential relationships with vendors
* Negotiating contract terms of agreement and pricing
* Review quality of purchased products
* Enter order details (e.g. vendors, quantities, prices) into internal databases Maintain updated records of purchased products, delivery information and invoices
* Prepare reports on purchases, including cost analyses
* Monitor stock levels and place orders as needed.

### PREVIOUS EMPLOYER PROFILE:

**IPay Tech India Pvt. Ltd** are seeing a business opportunity in creating shopping avenues for the rural population. Founded in 2013, **IPay via its brand [Dukanline](http://www.livemint.com/Search/Link/Keyword/Dukanline)**offers a so-called assisted e-commerce platform, where a consumer can place an order at IPay kiosks placed at local grocery stores. IPay currently lists over 6,000 products across 19 categories, the company has tied up with 2,700 retailers who offer these services to consumers. These retailers act as cash collection points for IPay. Customers can place an order on the tablet or with the help of the IPay call centre.

**Admin & Stores Manager Job description: -**

* Sending daily MIS report of ( Attendence of staff, daily billed amount, received order details)
* Managing stores requirements.
* Follow up with sales team regarding product prices and Mfd to get more orders.
* Monitoring Pickers, packers, billing staff and maintain high fill rate of orders received through ipay dukanline online mobile apps.
* Preparing new product offers and price variation list and sending through mail & work chat to sales team and higher ups.
* Update daily price details in mobile apps to avoid order rejections.
* Coordinate and monitor the receipt, order, assembly, and dispatch of goods
* Use space and mechanical handling equipment efficiently, making sure quality, budgetary targets and environmental objectives are met
* Respond to and deal with customer communication by email and telephone
* Keep stock control systems up to date and make sure inventories are accurate
* Plan future capacity requirements
* Delivery & Pickup management and ensuring on time operations.
* Organize the recruitment and training of staff, as well as monitoring staff performance and progress
* Motivate, organize, and encourage teamwork within the workforce to ensure productivity targets are met
* Visit customers to monitor the quality of service they are receiving
* Maintain standards of health and safety, hygiene, and security in the work environment
* Chemicals and food are packed & stored safely
* Oversee the planned maintenance of vehicles, machinery, and equipment.
* Order office supplies and research new deals and suppliers
* Submit and reconcile expense report
* Monitoring and checking daily each site manpower, housekeeping, security.
* Monitoring the manpower leave pattern and scheduling
* Renewing all AMC’s of AC, UPS, Inventer, House keeping & security
* Day to day activities as per the instructions of higher ups.
* Maintaining pity cash for company daily needs
* Preparing cash vouchers, bills and registers etc.,
* Submitting all vouchers and records to Accounts dept.

### PREVIOUS EMPLOYER PROFILE:

### Comsat systems pvt ltd is an ISO 9001-2000 company involving in manufacturing of all types of Earth Station Antennas, Transportable Antennas and Mobile antennas and its control systems and providing RF Equipment.

### JOB description:

* Receipt of incoming goods
* Inspection of all receipts
* Identification of all materials stored
* Materials handling
* Issue and dispatch
* Maintenance of stock records, preparing monthly stock statements
* Stores accounting
* Inventory control
* Responsible for Issuing of materials,
* Preparation of MIR,
* E-mail correspondences.
* Request for materials and follows of purchase department
* Monitoring inward & outward of materials & Products.
* Preparation of gate pass
* Preparation of stock indent

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| **Education** |

. SSC from Oxford high school, H.b colony, Hyderabad.

* Intermediate from Silver jubilee college, Habsiguda.
* B.Com from Dr.B.R. Ambedkar open University, HYDERABAD.

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| **Technical Skills** |

* Type writing English lower in VIDYA TYPE WRITING INSTITUTE HYDERABAD.
* MS office in Geeni computers.
* Tally ERP 9 in Geeni computers.

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| **Strengths** |

* Hard working, Fast learner and Dedicated.
* Easily adaptive and flexible for changes.
* Cooperative and friendly.
* Positive thinking.

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| **Personal Details** |

Name : **MAHENDER.S**

Father’s Name : Venkatesham

Date of Birth : 06th Aug 1984

Sex : Male

Marital Status : Married

Nationality : Indian

Religion : Hindu

Language proficiency : English, Hindi & Telugu

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| **Declaration** |

I hereby declared that the information furnished above is true to the best of my knowledge. If given an opportunity I shall do my best to serve your esteemed Organization.

Date:

Place: Hyderabad.

**(MAHENDER.S)**