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**K. Madhu**

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## OBJECTIVE:

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To obtain a challenging position as a procurement officer in an organization that will utilize my expertise and experience in procurement, supply chain management, and contract negotiation. B. Tech in civil engineering with 3 years of experience as procurement specialist good knowledge in SAP MM, vendor management, procurement & administration.

## SKILLS SET:

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*Procurement / Administration / Facilities Management / Documentation / Cost Analyzation reports  
Contract Management / Negotiation with vendors / Vendor Management. / Inventory management  
Supply Chain Management / Inventory Management / Vendor Development / SAP Ariba  
Material Management / MS Excel / MS Word / SAP MM / Service Now Ticketing / Power Point  
Presentation / JIRA / Share Point / Outlook / Oracle R12 / Angora*

## CAREER SNAPSHOT:

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- 3+ years of experience in sourcing, procurement, MIS, vendor management, contract management.
- Develop statistical methods to keep track of material purchased along with associated details. • Initiate RFQ based on the scope of work received from the business. • Timely placement of all orders as per schedule and to ensure adherence to the delivery time by the vendor as per PO/ contract terms. • Coordinate with multiple vendors for managing AMC and supply contracts pertaining to facility management • Coordinate with finance department to ensure timely payments to the supplier in-order to avoid disconnection of services to the clients.
- Managed end to end sourcing procurement processes for manpower services (landscaping, STP/WTP, pest control, lift, HVAC, DG, FAPA, borewell, CCTV, transformer, UPS, housekeeping, technical, security, plumbing, civil, carpentry, fire extinguisher, water test, diesel, tank cleaning, façade glass cleaning, stack parking management drinking water, raw water and waste management etc.), housekeeping consumables all services.
- Managed end to end IT procurement providing the licenses and all kind of AMC'S like: -
  - Extreme Switches, Citrix, Cisco, Hp, Dell, Lenovo, It Disposal Assets, Fortinet Support, Engineering Service, Remote Hands Service, Recurring Invoices, Switches, Fortinet, Firewalls, Hardware Support.

- End-to-end accounts payable and inventory management, facility management, supply chain management and negotiation, creating a draft PO/LOI or agreement and adding the scope of work as per site condition.
- A solution orientated sourcing and procurement lead who can formulate and drive a consistent approach towards all sourcing, purchasing and tendering activities, so as to ensure value for money is maximized and cost savings generated. I will always ensure that all purchasing activities support and strengthen the strategic objectives of the overall organization.
- Tendering to appoint a contractor & related responsibility- comparison, negotiation, WO releasing, work schedule and payments etc.

## PROFESSIONAL EXPERIENCE:

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NEXGEN TECHNOLOGIES: December 2019 to May 2022.

TECHMAHAHINDRA: MAY 2022 to April 2023 as a procurement Engineer.

### **KRA:**

- ⇒ Develop statistical methods to keep track of material purchased along with associated details.
- ⇒ Initiate RFQ based on the scope of work received from the business.
- ⇒ Timely placement of all orders as per schedule and to ensure adherence to the delivery time by the vendor as per PO/ contract terms.
- ⇒ Coordinate with multiple vendors for managing AMC and supply contracts pertaining to facility management.
- ⇒ Coordinate with finance department to ensure timely payments to the supplier in-order to avoid disconnection of services to the clients.
- ⇒ Periodic meetings with vendors.
- ⇒ Cost savings procurement over the budget through contract negotiations.
- ⇒ Sourcing new vendors for respective services in the facility management.
- ⇒ New supplier/contractor development for the services in south region.
- ⇒ Create and maintain vendor performance management.
- ⇒ Optimization of manpower rates based on minimum wages for all services.
- ⇒ Optimization of AMC rates for all services.
- ⇒ Purchase related all responsibility - new vendor development, price negotiation with vendor, PO releasing, material delivery and payment etc.
- ⇒ Controlling the purchase and supply of all procured items & services.
- ⇒ Negotiating price and terms of products with suppliers.
- ⇒ PO closer report preparation.
- ⇒ PO creation for as per user requirement, KPI, SLA, SOW.
- ⇒ Provide detailed instructions and continuous follow-up to support the operations team in standardized procurement and contract processes.
- ⇒ Regularly interacting with stake holders and understanding the requesting.
- ⇒ PR tracking report.
- ⇒ Formulating annual budgets in co-ordination with FMs & regional operation head before the commencement of the financial year.

- ⇒ Adhering to all company policies with particular regard to accounting procedures.
- ⇒ Making recommendations & advising senior management on all purchasing issues.
- ⇒ Maintaining records of supplier contracts, agreements, goods ordered received.
- ⇒ Managing vendor relationships and building effective supply chain partnerships.
- ⇒ Managing and tracking of MIS.
- ⇒ Procure to pay operations activities in voice processing three-way invoice, two-way and Non-P.O invoice processing.
- ⇒ Primary dash board preparation.

#### EDUCATIONAL QUALIFICATION:

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- Completed B. Tech from JNTU Anantapur from 2013 to 2017

#### PERSONAL DETAILS:

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- Date of Birth : 14/07/1996
- Fathers Name : K. Srinivasulu
- Marital Status : Married
- Nationality : Indian
- Sex : Male
- Languages : English, Telugu, Hindi, and Kannada
- Permanent Address : 6/26 Parvathi Nagar, Kalyandurgam, Anantapur (D), Andhra Pradesh.  
(S) Pin : 515761

**I HEREBY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.**

**K. MADHU**