



Kotteeswaran M

Purchasing & Warehouse
Supervisor

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Objective

Seeking a challenging environment which encourages learning to diversify my skills across industries and emerge as an integral part of the organization.

Profile Summary

Around 4 years & 3 Months of experience in Purchasing as a buyer & Experience includes Warehouse Operations.

Work experience

Company Name: Fairway Enterprises Company Limited-Pochampalli, Krishnagiri

- ✓ Manufacturing Unit of Nike Sports Shoes.
- ✓ Exporting the shoes over capacity of 24,000 pairs per day.
- ✓ Responsible for Purchasing of Mold & Casting Raw materials, Machineries Spares, Machinery Tools & Equipment's, construction materials, Erection Materials, Compressor Spares, Grinding & Milling Materials, Office & Stationary requirement, PPE...Etc.-Experience in 4 years 3 months.
- ✓ And also, in charge of warehouse operations like inventory management, PR releasing, Manpower handling, Loading & Unloading Management for last 6 months.

Projects in College

- ✓ A Modern Approach to the Engine-Maximizing the Efficiency of the Engine.
- ✓ Improving the Operational Efficiency in Healthcare Management.

Responsibilities

- ✓ Handling Procure to pay & Inventory support tickets and responsible for closing the same within agreed service level agreement.
- ✓ Have good Understanding of business processes and translating requirements into MIS system.
- ✓ Discussing and understanding about the new requirement raised by Production team.
- ✓ Configuration of P2P cycle –PR, RFQ, Maintenance of quotations, PO and Goods receipt.
- ✓ Configuration of material type, number ranges, material groups, Purchasing groups, purchase value key.
- ✓ Based on business requirements configured the vendor master account group.
- ✓ Sourcing New vendors based on Requirements & Explain them our Terms and conditions
- ✓ Developing Contract Agreements with terms & conditions.
- ✓ Sourcing New materials which are required by production team.
- ✓ Configuration of new PR and PO release strategies & Release orders as per business requirements and guiding user for maintenance of characteristics value in production system.

- ✓ Quotation comparing from vendors and market analysis of the correct price of the material & Price negotiations.
- ✓ GRN & Payment processing of invoice.
- ✓ Managing Warehouse operation.
- ✓ PR Releasing & order tracking.
- ✓ Inventory Management.
- ✓ Team handling of 20 members.
- ✓ Warehouse maintenance of safety, 7S, material issuance, Layouts.
- ✓ Having very good knowledge in Special procurement like Subcontracting & Consignment Scenarios.
- ✓ Implementation of external service management for maintaining the service procurement

Education

B.E (Industrial Engineering)
College of Engineering Guindy (Anna University)
 GPA – 80%

08/2015 - 04/2019
 Chennai, TN

High School: Biology-Math
 Anna Arivagam Higher Secondary School
 GPA – 95%

06/2013 - 04/2015
 Krishnagiri, TN

Soft skills

- | | |
|-------------------------------|---------------------------|
| ✓ Strong Communication Skills | ✓ Team Player |
| ✓ Adaptability | ✓ Positive Attitude |
| ✓ Problem Solving | ✓ Manage Time Effectively |
| ✓ Price Negotiation | ✓ Quick learner |

Personal Information

Date of Birth : 21-01-1998
 Nationality : Indian
 Language known : English, Tamil
 Current CTC : 3.5L
 Expected CTC : Standard Industry Hikes.
 Marital Status : Married

Notice Period

15 days or Immediate Joiner.

Declaration

I confirm that the above information provided by me is true to the best of my knowledge and belief.