

# CHITRA SUKUMAR

## PROCUREMENT ANALYST



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## SUMMARY

Dynamic and results-driven Buyer with a proven track record in procuring goods and driving business success. Expertise in leveraging exceptional research skills to identify emerging style trends and market opportunities. Strategic thinking and extensive procurement experience are applied to address new challenges within an Electronics Manufacturing Organization. Committed to fostering strong supplier relationships and enhancing operational efficiency to contribute to organizational growth.

## SKILLS

- Inventory Management
- Planning
- Forecasting
- Category Management
- Vendor relations
- Materials sourcing
- Vendor coordination
- Quality assurance
- Continuous process improvements
- Purchasing expertise
- Purchasing procedures
- Goods procurement
- Supply Chain Management
- Vendor Management
- Team Management
- Teamwork
- Customer Service
- Strategic Planning
- Project Planning
- Procurement
- Microsoft Excel
- Budget planning
- Cost analysis
- Decision-making

## WORK HISTORY

### **Foxconn Honhai Technology - Procurement Analyst**

*Chennai • 11/2022 - Current*

- Worked to Calculating the short lead time and in terms to transit time for overseas vendors.
- Supervised to Inform the vendor to kick off and start fabrication process for before PR and PO processing.
- Operated the On hand List Document preparation, Bom Maintenance, Idle Equipment Maintenance, NPI List , PR &PO, GI and GA Process.
- Prepared the Forecast Demand, Bom Equipment List, Common Automation List.
- Functioned by Tools used for PR ECS (Expense Control System).CFA(Fixed Asset Purchase Requisition) and Budget Upload used by SAP(MM).
- Managed the Customer Meeting, Review with Functional Team, Confirm the Business Module and also Material Tracking.
- Handled to Upload the data in CTB(Complete to Build) at EPDMS Portal for Reimburse(Equipment's) , Consumables.
- Tracked the Equipment's on time and quality of the delivery.
- Regulated to driven the Equipment's on time as per build schedule.
- Implemented a Vendor Management system on track and evaluate supplier performance reducing to risk of supply chain disruptions.
- Worked in iPhone NPI projects Manufacturing Operations.
- Maintained complete documentation and records of all purchasing activities.
- Processed purchase orders and invoices in accordance with company procedures.
- Reviewed purchasing trends and forecast demand for inventory planning and replenishment.
- Implemented cost-saving measures in procurement process, contributing to improved profit margins.
- Collaborated with cross-functional teams to develop

- Multitasking Abilities
- Self motivation

Continuous improvement

Report preparation

Safety practices

Written communication

## EDUCATION

**SRM University**

Chennai • 01/2018

**BE:** Electrical Electronics  
Engineering

GPA: 65%

- Completed professional development in [\[Subject\]](#)

**Adharsh Vidhyalaya Matriculation  
Hr Sec School**

03/2014

**Higher Secondary School:** Maths  
Computer Science

GPA: 89.5%

**Amala Annai Matriculation Hr Sec  
School**

Tamil Nadu • 03/2013

**State Board:** 10th

GPA: 87.4%

## CERTIFICATIONS

SAP MM

MICROSFT EXCEL

- procurement strategies aligned with corporate goals.
- Developed comprehensive category plans to support strategic sourcing initiatives and achieve company objectives.
- Facilitated communication between internal stakeholders and external suppliers, fostering strong working relationships throughout the entire procurement lifecycle.
- Utilized procurement tools to manage quote process, invoicing, order entry and receiving.
- Promoted a culture of continuous learning among team members, offering training/development opportunities to enhance individual skill sets and support overall team performance.
- Enhanced supplier relationships, resulting in improved service levels and reduced lead times.
- Maintained internal inventory of supplies and equipment.
- Managed vendor compliance documentation, ensuring adherence to legal and regulatory requirements.

**Rising Star India Pvt Ltd - Junior Engineer**

03/2021 - 09/2021

- Enhanced the Knowledge in ISHARE and SONIC Machines.
- Managed to maintain 98%yield in Machines.
- Guided to support Lines and NPI Support.
- Developed to create a program in NPI and also trouble shooting in Line issues.

**Flextronics Technology India Pvt Ltd - AOI Programmer**

Chennai, India • 02/2019 - 02/2021

- Worked in KOHYOUNG and VITROX Machine KOHYOUNG using EPM Software and VITROX Using JET POWER.
- Maintained Technical Support to all lines improving efficiency and yield.
- Handled the all programs are as per PDL format maintaining now itself following same.
- Conducted online Training ASM (SIPLACE PRODEK Machine.
- Performed in SPI Machine usingC Editor & EPM). And also support given to Equipment Team.
- Operated the Calibration machine may and also done for AOI lines by Self Itself.
- Developed the Good Knowledge in SMT Electronics Products.
- Developed the Good Knowledge Program for all NPI Products.
- Managed to Reduce Man power in PRE AOI stage because of Good Yield.
- Analyzed, Escalated and Resolved for manufacturing problems.
- Handled the Conductive Inspection for circuit boards for detection of defective components.
- Guided to Working as team lead and good efficiency.

## LANGUAGES

Tamil

English

Telugu

Hindi

## HOBBIES AND INTERESTS

Painting, Gardening, Interested on Chess game, Reading Books

## **WEBSITES, PORTFOLIOS, PROFILES**

- [linkedin.com/in/chitra-sukumar](https://www.linkedin.com/in/chitra-sukumar)

## **SOFTWARE**

- SAP MM
- C .CC+
- Microsoft Office