

# VIJAY OMPRAKASH PATEL

A focused professional, targeting for assignments in **Supply Chain Management, Procurement, and Logistics** with an organization of high repute offering a challenging work profile in the Automobile and Pharmaceuticals industry, preferably in Ahmedabad & Bangalore

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## Profile Summary

- Achievement-driven professional with **over 11 years of experience** in spearheading activities in Supply Chain Management, Logistics, Shipping and directed procurement in the IT domains (IT Appliances and Electronic Products ) from **Global markets like Taiwan/China (Hong Kong)**
- Insightful skills in SCM while meeting business needs in a fast-paced, expanding business environment; focused on managing a wide spectrum of tasks in **Material & Inventory Management, Demand Planning, Vendor Management & Negotiation**
- Proven expertise in driving projects related to **material/supply planning, supply-demand matching and inventory management**
- Extensive knowledge in **establishing Import and Export, Freight & CHA Negotiations**, Incoterms (Transportation Terms, Book Keeping, International Trade, Product Knowledge, Cargo Insurance, Transportation, Duty Structure, HTS and Customs clearance
- Supervised customs clearance and forwarder coordination at origin and destination to ensure the shipment reaches respective location in the defined SLA
- Excellence in identifying new opportunities, coordinating with statutory bodies, internal & external agencies and ensuring the implementation of new local & international laws applicable in the Logistics and Transportation industry
- Rich expertise in **managing air, sea & road freights**; reviewing invoices & shipping manifests
- Played a key role in identifying expedited freight expenses; partnered with strategic freight providers to mitigate supply chain risks; maintained constant communications with all stakeholders
- Front-led major role in developing & executing supply chain plans that enabled the organization to meet its supply chain requirements; expertise in analyzing demand requirements to identify supply bottlenecks & recommending actions for resolution of bottlenecks
- Facilitated **MIS reporting and Physical Inventory reconciliation**
- Evaluated International logistics & regulatory impacts and recommended course of action for multiple International outsourcing projects
- Leveraged capabilities in **administering the entire gamut of import/export and commercial activities** encompassing export documentation, duty exemption licenses, timely delivery, documents to customs & DGFT & so on
- An effective communicator with strong analytical skills and skills to relate to people at any level of business and management

## Core Competencies

Supplier Partnership Programs	Global Sourcing Initiatives	Global Procurement Strategy & Category Structure
Import & Export	Freight Operations	International Logistics and Transportation
Inventory Management	Operating Expenditure (OPEX)	Reverse Logistics

## Soft Skills

Communication	Leadership	Time Management
Networking	Vendor Management	Conflict Resolution

## Technical Skills

- Operating System:** Windows 98/2000/2007 Professional & Windows XP
- Computer Application:** MS Word, Access, Excel, PowerPoint, Outlook, SAP, SAP MM, Tally 9.0

## Work Experience

**Sophos Technologies Pvt. Ltd., Ahmedabad**

**Sep' 2011 – Till Date**

*Supply Chain Specialist 3 (Logistics/Procurement)*

### Growth Path:

Junior Executive	Sep' 2011 to Sep' 2013
Executive -SCM	Oct' 2013 to Mar' 2015
Senior Executive	Apr' 2015 to Jun' 2017
Supply Chain Specialist 1	Jul' 2017 to May 2019
Supply Chain Specialist 2	Jun' 2019 to Jun' 2021
Supply Chain Specialist 3	Jul' 2021 to Till Date

## Key Result Areas:

### Logistics/Procurement

- Supervising operational activities such as issuing and following up on Purchase Orders delivery and shipment schedules in accordance with the set SLA
- Communicating with freight forwarders for shipment consolidation and pick-up
- Following up with CHA agents consistently on clearance activity and forwarding clearance instructions on time
- Tracking daily shipment activity of imports and meeting promised SLA
- Updating the MS Access tracker database with the most recent shipping status
- Examining freight bills, duty challans, and other transporter bills for domestic payment and liaison with Finance Team
- Filling Post Shipment document flow (BOE) with customs
- Acting as the first point of contact for any Logistics Ops. Activity (Air, Sea)
- Negotiating with forwarding companies to get the best possible freight prices for the business
- Coordinating with suppliers to arrange or expedite deliveries and to address shortages, missed, or late deliveries
- Working with vendors to resolve supply, quality, service, and billing issues
- Assessing supplier performance in accordance with organizational expectations and requirements, taking into account quality standards, delivery times, and best costs
- Performing stock management at different warehouses
- Streamlining the system & procedures for **effective material control** towards ensuring ready availability of materials; implementing systems for avoiding situations like **over-stocking/out-of-stock**
- Monitoring the day-to-day activities like **Import/Export Cargo management, Stuffing/De-stuffing**
- Implementing safety guidelines in all aspects of the supply chain
- Analyzing data from shipping and delivering processes to find bottlenecks and other issues

### Order Fulfillment and Reverse Logistics:

- Executed orders execution and provided PO acknowledgment
- Facilitated payment processing and confirmation
- Administered export documentation and forwarder coordination as well as data management and inventory reconciliation
- Prepared MIS reports and generated invoices generation using Tally 9.0
- Provided sales support and customer service
- Met RMA requirements
- Supervised inventory rotation including the collection of RMA appliances and warranty checks
- Coordinated with suppliers' to return RMA appliances to OEM
- Followed up with suppliers to get back repaired and refurbished appliances

### Achievements

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- Successfully decreased the lead time in importing goods to various locations with effective communication
- Formulated framework for Project-based logistics
- Developed import/export strategy to meet organizational requirements
- Managed over 250 SKUs of various materials
- Trained and monitored teams on 'Safe Cargo Handling Procedures
- Developed a sea lane for importing products in India from various locations
- Reduced International expedited freight costs by instituting a competitive quote process for sea & air freight partners
- Strengthened communications and relationships with major global freight forwarding companies

### Education

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- **MBA (Finance)** from United World School of Business in 2011 (60%)
- **B.Com.** from KK Shastri Commerce College (Gujarat University) in 2009 (53%)

### Personal Details

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- **Date of Birth:** : 27<sup>th</sup> June 1988
- **Language Known:** English, Hindi & Gujarati
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