

CURRICULAM VITAE

Sachin Kumar

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🎓 MECHANICAL ENGG, SAP MM, BSC, MBA (SCM & LOGISTICS)

Career Objective

Driven and versatile professional seeking a challenging role in a dynamic organization. dedicated to leveraging my skills & experience to contribute effectively to the company objectives while continuously expanding my knowledge & capabilities.

Profile Summary

Highly skilled procurement and store management professional with more than 5 years of industry experience. Proven track record of optimizing sourcing strategies, vendor management, and cost reduction initiatives. Strong expertise in Inventory Management, store management, negotiating contracts, transportation, and ensuring on-time delivery. Demonstrated ability to maintain efficient inventory levels while implementing innovative solutions to enhance overall supply chain efficiency. Excellent communication and problem-solving skills with a focus on driving operational excellence and fostering positive supplier relationships.

Key skills

- ❖ SAP MM
- ❖ Supply Chain Management
- ❖ Material Management
- ❖ Inventory Management
- ❖ Purchase Management
- ❖ Vendor Management
- ❖ Negotiation Management
- ❖ Contract Management
- ❖ Transportation Management
- ❖ Store/warehouse Management
- ❖ Taxation Awareness
- ❖ Time Management
- ❖ Aware of 5S and Kaizen Process

Academic Credentials

QUALIFICATION	BOARD/UNIVERSITY	YEAR OF PASSING	% OF MARKS
MATRICULATION	BSEB, PATNA	2013	56%
MECHANICAL ENGINEERING (DIPLOMA)	SBTE, BIHAR	2016	72.22%
B.S.C (HONOURS)-PHYSICS	MAGADH UNIVERSITY	2020	63%

Software Skills

- ❖ SAP (MM) - S4/HANA, PP, ERP, SAP ARABIA, Auto CAD, GEM (E-procurement), Oracle (Basic), Cygnet GSP
- ❖ MS ADVANCE EXCEL, MS WORD, POWER POINT, TALLY

Soft Skills

- ✓ Communication Skill || Business & Leadership Skill || Learning Agility || Behavioral Skills || Curiosity || Problem Solving Skill || Teamwork || Adaptability || Critical Analysis || Interpersonal || Growth Mindset || Collaboration

Professional Experience

INDORAMA SYNTHETICS (INDIA) LTD (NAGPUR, MH)

Sr. Executive-Stores & Procurement (NOV 2022 - Till Present)



Current Job Profile: Currently working as a senior executive, adeptly manage purchase-to-pay processes, oversee store operations with a keen eye on inventory control and management, and drive profitability through efficient waste and scrap selling strategies.

❖ # Inventory Management: -

- **Receipt (GRN), Issue, MRN, RGP, NRG, Dispatch** of material.
- Responsible for managing of daily planning of all Store related activities including **Inward, Outwards, RGP/NRGP, Inventory Control**, Physical Verification, tagging, 5s Housekeeping, **Segregation, Preservation**, and **transportation**.
- Prepared & process **Purchase request, Purchase orders, Work Order, Service Order, Sale order, NFA**.
- **Inventory control, Physical verification and reconciliation**, Inventory accuracy by ensuring perpetual monthly and quarterly audits through internal and external auditors.
- **Material Codification in SAP** according to materials technical specifications.
- Using valuation method **FIFO, LIFO** for consumption.
- Responsible for Maintaining the appropriate Inventory Level of Fast -moving Consumable & Critical items by conducting **A-B-C, FSND, MOQ, Min-Max qty, Re-order Level, Material aging Analysis** for effective utilization of inventory in SAP.
- **Maintaining reports** pertaining to the store the reports include inventory of stocks, **Dead stock**, Consumption, manpower.
- Maintain Stock level of **Minimum-Maximum** Stock Inventory and create PR As per Min-Max NFA Criteria.
- Prepare **Invoice, Generate E-waybill, Taxes**, Create Challan for material dispatch.
- Good Knowledge of Technical Competencies, **Taxation, WBS & Costing Methodology**.
- **Select customer, Prepare NFA & E-Auction and sell waste & scrap** by creating **sale order** in sap as per approval.
- Monthly Billing Process of Contactors/Vendor/ Transporter through **Service Entry Sheet** in SAP.
- Responsible for day-to-day supervision of staff for Receiving and dispensing operations as per SOP.
- Responsible for Transport Management & **Freight Negotiation & Analysis**.
- Maintain & monitor all key **KPI's**.
- **Planning, Organize, and Co-ordinate** departmental activities as per the requirement.

❖ # Purchase Management: -

- Responsible for End-to-End **P2P** and **S2P** Process including Planning, Purchasing of all **RM/BOM items, Capex Items**, Regular Spare, Consumable items, Maintenance items and **Services**.
- **Service Procurement for stores dept** like Hiring Manpower, Forklift, trucks, Crane, Pick up, Tanker.
- Negotiating of **Commercial terms & conditions**, signing MOMs, Preparing Price Comparatives, Conducting Reverse Auctions/manual negotiations, and award of contract.
- Preparation & floating **RFQ** / Inquiries and getting quotations within time limit from various suppliers, preparing Comparative statement and purchase order with Competitive and Standard/Approved Vendors.
- **Negotiate** with suppliers to secure favorable items, including **pricing, quality, Sourcing** of material, **Payment terms, Commercial term**, Delivery lead time of material/services and other **contractual condition**.
- Prepared & processed **PO, Service Order** in SAP, and Reviewing Contract Clause, GCC, SCC Including LOI/LOA/Draft Cont.
- Knowledge of **Taxes, GST, VAT, Custom Clearance, Duties, Incoterms, LD'S & LC's**.
- **Segregation of Bids** based on Prices & Start the Process of **E-Auction** for the relevant Bids.
- **POD's Tracking and Follow up for Invoicing, Test Reports & Certificates, Credit & Debit** Notes.
- Build & Maintain relationships **with suppliers** to ensure smooth communication & timely deliveries of Goods & Services.
- Follow up for Commercial Compliances (if any) viz **ABG/CPBG/CG/PBG/LC** & Legal Documents.
- **Interact** with technical team, vendors, finance, Commercial & other relevant departments.
- Initiating **vendor registration process** if the finalized vendor is not registered in the system.
- Purchase order Releasing, Scheduling, Material follow up, Communication with vendor for inputs & service support.
- **Tracking Progress Of orders** and Ensuring timely Delivery of various procurement items in line with site requirements.
- Coordination with accounts for the **advance payment**, LC, BG draft acceptance & payments as per defined payment terms.
- Developing alternate sourcing & improving current source for **Cost reduction & Improve quality**.
- Maintain **MIS Report** against the monthly requirements and movement of materials.

NTPC-JHABUA POWER LIMITED (TSLPL) (1260MW TPP, M. P)

Executive-Stores & Purchase (JAN 2020 to NOV 2022)

Job Profile:



- **Receiving, GRN and issue** of material in **SAP/ERP**.
- Prepared & processed **Purchase requisition (Min Max Items), purchase orders, Service order** in **SAP**.
- Follow Up with Supplier & Shipment Schedule.
- **Negotiate pricing & delivery time** with suppliers to ensure materials are dispatched as per agreed ETD.
- **Material codification**.
- Build and maintain **relationships with suppliers and vendors**.
- Maintaining stock accuracy through timely **posting of documents in SAP**.
- Responsible for Maintaining the appropriate Inventory Level of Fast -moving Consumable & Critical items by conducting **A-B-C Analysis, Min-Max, Material aging Analysis** for effective utilization of inventory in SAP.

- HSD / LDO & Petrol Receiving, Issue and Maintaining records in System.
- Making & follow up the **RGP & NRGP** through SAP and close the same as per Company guidelines.
- Using valuation method **FIFO** for consumption.
- Stores Layout Planned & Designed.
- **Inventory control and reconciliation** Inventory accuracy by ensuring perpetual and quarterly audits through internal and external auditors.
- **Preservation & Segregation and Arrangement** of Materials as per their respective Location.
- Responsible For **P2P, Purchase** activity of Mechanical, Civil, Electrical, Electronics, & IT Spares, Chemicals, Fuels.
- Prepare **service order** for Contractor of manpower, Forklift, vehicle, Tanker, JCB and hydra.
- Monthly Billing Process of Contactors, subcontractors & Transporters in SAP & submit to F&A.
- **Maintaining reports** pertaining to the store. The reports include inventory of stocks, dead stock, safety stock, Consumption and manpower.
- Maintained a clean and safe work environment, proactively participate in team meetings with supervisor, helper, and perform another task as assigned.
- Playing a key role in preparing **MIS Report & Reconcile every Quarterly & Monthly** of all MS/CS/GI/SS/PIPE/PLATE/ANGLE CHANNEL/BEAM /Cement /Diesel / All equipment's spare parts and General consumable items as well as receiving & issuing Equipment's Spare, General & MS/CS/SS PIPE/PLATE/ANGLE/CHANNEL/BEAM, Cement, & Raw Materials.
- Awarded Employee of the Month for constantly executing great work.

KEI INDUSTRIES LTD (DDGYJ PROJECT, FAIZABAD, U.P)

Store Executive (MAY 2018 TO JAN 2020)



Job Profile:

- **Inventory management with SAP.**
- Responsible for **day-to-day transaction in store activity such as inward and outward.**
- Preparation of **GRN/Issue/RGP/NRGP in SAP.**
- **To coordinate with Transporter** for timely movement of material
- Responsible for the **planning and controlling** of all activities in the store operation.
- **Maintaining of records, documents, and data** for smooth functioning as well as for coordinating with other allied departments.
- Ensuring the daily requirements and **follow up with purchase department** for the same.
- To perform to achieve **Key Performance Indicators (KPIs)** of the stores in consultation with the store manager and continuously work on improving the performance of the Store operations in accordance with KPIs.

Extra-Curricular Activities

- ✓ Attended Seminar on "Effective **Warehouse operation**, Inventory Control, Procurement & **Material management**."
- ✓ Identify and define PFEP, 5S, 5T, 5R, Lean & KAIZEN Process.
- ✓ I have completed the **SAP S4/HANA Material Management** Certified Course from **Udemy** E-learning platform.

Technical Skill

I HAVE DONE VOCATIONAL TRAINING FROM **BERAUNI NATIONAL THERMAL POWER STATION (NTPC)**, BEGUSARAI (BIHAR).

Personal Details

Father's name:	Shree Ravindra Pandey
Date of Birth:	15-March-1998
Gender:	Male
Nationality:	Indian
Languages known:	English, Hindi
About Me:	Innovation and self-motivated individual having good communication & interpersonal skills. Able to develop rapport with people of various backgrounds, culture, and professional level. Highly adaptable and quick to learn, Smart work, having positive attitude and capable of working under stress.

☒ I hereby declare that all the above facts are true to best of my knowledge.

Place: Nagpur, Maharashtra, India

Date:

Sachin Kumar