

MANISH KUMAR SHRIVASTAV

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To contribute towards the growth of the organization by achieving specific goals, in accordance to the ethics and core discipline of the Organization.



# Synopsis

 Diploma in Material Management and BBA with nearly 13 years of experience in the areas of Supply Chain, Buyer, Procurement, Purchase, Order Management, Inventory Control and Vendor Mgmt etc.

 Identifying the business opportunities, doing market study & research, contract management, negotiation and provides the best cost effective solutions to businesses & timely delivery of Hardware, Software, Licensing & Service expediting from various vendors. (Located in US, Europe, China & India).

 Excels in fast paced environment as well as in supervising and motivating team to increase productivity and company profitability. Committed to excellence, works well independently and as a team player.

# Employment Details



* **Zones Corporate Solutions Pvt. Ltd.,** Noida ([Zones, Inc.,](http://www.zones.com/) WA, USA)
* **Supply Chain Specialist (Purchasing Operations)** :- (Feb' 2008 – Nov’ 2017)

## Key Responsibilities: (i) Associate Buyer

* 1. Responsible for Global procurement of IT related products **(Hardware, Software, Licensing & Services)** from OEM and other sources to buy & expedite functions from floating of inquiries till receipt of materials and maintain stock inventory levels within approved guidelines.
  2. Drafting the purchase order (PR), RFQ, RFP, Outline Agreement– Scheduling, Contracts Agreement in ERP and take approval of concerned department & individual till the finalization of our PO.
  3. Constantly being in touch with Channel and Account Managers of various organizations like Apple, Adobe, Dell, HP, CISCO, Microsoft etc. to get the current cost & availability of items sold by Zones.
  4. Execute and manage SPA (Special Price Agreement) case requests as necessary to ensure prompt and complete order and PO placement.
  5. Attending Weekly calls and meetings with clients. Maintain sales orders report and vendor master database to facilitate order processing.

## Key Responsibilities: (ii) Order Expediting Specialist

1. Execute and manage manual dropship and EDI orders (Hardware and Software) with vendors as necessary to ensure prompt order-fulfillment with vendors, shipping carriers, Buyers and other company departments as required.
2. Responsible for EDI Purchase Order Rejected (855) issues. Special Price Agreement, Cost approval, cancellation and Re-Drop Purchase Order with alternate source.
3. Managed all pending backorders, Out of Stock and End of life (EOL) product cases and try to expedite order-fulfillment as well as providing alternate solutions to the clients wherever need be.
4. Tracking shipments and ensuring the same getting delivered to the customer timely without any escalation & getting the same updated to the sales team through OMS cases to meet SLA.
5. Responsible for MIS reporting such as ageing PO, discontinued products, PO acknowledgement, schedule change report for further use of the management.

## Achievements:

* Successfully managed operations with maximum target achieved.
* Worked with more than 100 Vendors as well as achieved the company target of $1.3 Billion.
* Maintained the record for 98% uptime with strategic planning.
* **Wipro Limited,** on behalf of Chipsoft Technology Pvt. Ltd, Gurgaon
* **Stores Executive (Asset Management)** (Aug’06 – Jan’08)

## Key Responsibilities:

1. Ensured service level of spares for 16 support stores across country and worked as One Point of Contact for all escalations for IT Asset / Spares related issue.
2. Maintained the stock of material without any variance by conducting perpetual monthly stock physical verification and documentation day-to-day basis for In-Out material using Excel & Inventory Control software.
3. Coordinated with Service Delivery Managers and Service Delivery Head of PC services for resolving issues related to Logistics & process of Asset requirement.
4. Managed timely procurement, sourcing of new vendors & products, price negotiation and delivery schedule by coordinating with HO Bangalore, Logistics & Purchase team.

* **eOfficePlanet India Pvt. Ltd**, New Delhi
* **Procurement Executive** (Mar’06 – July’06)

## Key Responsibilities:

1. Managed local purchase and resolved the shortage of IT Products, Office Stationary, Electronic Consumable & Pantry products to privileged & high priority customers within an SLA of 48 hours.
2. Worked on weekly fund requirement and procurement planning of materials according to e- Procurement software & store inventory.

* **Intex Technologies (India) Ltd**, New Delhi
* **Purchase Assistant (Planning)** (Feb’05 – Mar’06)

## Key Responsibilities:

Purchase Planning & Controls, Purchase Indents, Shipment Plan, MIS and Inventory Reports.



# Academic Credentials



 Pursuing Master of Business Administration in International Business from Amity University, Noida.

 Bachelor of Business Administration (BBA) from Amity University, Noida.

 One Year Specialized Diploma in Material Management from IMT, Ghaziabad.

 One Year Advance Diploma in Software Technology (ADST) from ECIL-BDPS, Delhi.

 Graduation in Humanities from Delhi University, Distance Learning, Delhi.

# Computer Skills



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| Microsoft Dynamics AX 2012 | HP Ecometry | Content Manager | ZAC Module |
| Microsoft Dynamics CRM 2015 | e-Procurement System | e-Sourcing System | ERP System |
| MS Office, MS Access | Linux Open Office | MS Outlook | e-Asset Module |



**Achievements**



 Worked as a part of the team that won Quarter Award in 2016 from Zones.

 Received Five Star Performers Certificate in 2008, 2011, 2013, 2015, 2016 & 2017 from Zones.



# Personal Dossier



**Date of Birth :** 25th March, 1981

**Languages Known :** English, Hindi and Bengali

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