**Curriculum Vitae**

**P.Vasu,**

No: 16 Ganapathy Street, Vasantham Nagar Main Road,

Avadi, Chennai-600071

Mob No: 9894222393

Email Id: vasupaulraj@yahoo.com

**CAREER OVERVIEW:**

* **DME with 16years of qualitative experience in Purchase (Direct/Indirect/Imports) Costing Activities by achieving New Vendor Development, Process Improvements like Avoiding Rejection, Rework, Cycle Time work out, Avoiding different Settings process, Vendor Audit/Inspections by Monitoring life of Toolings, Measuring Instruments, Spares etc.., Increasing Production Volume, Reasonable Price Increase with some target of years contract based on (Operating Expenses) Power, RM Cost, Labour Cost, Consumables, Co-Ordination with Transport for Ontime material collection to avoiding repeated visit etc..Closely Monitoring Inventory Stock, Non Moving Material,InHouse Rejection/Rework, Stock monitoring System/Physical.**
* **Implementing key purchase/procurement strategies, contingency plans and ensuring that plans are aligned with projects’ requirements.**
* **Expertise in developing Local Vendors, reducing the cost of procurement materials.**
* **Skillful in building relations with vendor & service provider, sorting out critical problems areas and delivering on internal customers commitment.**
* **An effective communicator with analytical/logical skills and ability to relate to people at any level of business and management.**

**AREAS OF EXPERTISE:**

* Purchase Management
* Vendor Management
* Stores Management
* Warehouse management
* Communication Skills
* Negotiation Skills
* Team Player / Team Handling
* Direct Material / Indirect Material(Consumables & Packing)
* Commodities-Forging,Casting,Rubber,Plastic,Machining

**Computer Skills:**

SAP MM Module 7.4, (MS Office Packages)- Word,Excel,Power Point Presentations.

**Significant Contributions: (Vendor Development & Cost Saving/Cost Reduction activities)**

* Have developed alternate vendors for various components to overcome from supply

issue(4 vendors for Ms.Sundram Fasteners Ltd&2 vendors for Ms.Sankar NP Japan Pvt Ltd)

* Also developed major alternate vendors at my current company for Pressing components which we previously buying from Gujarat as bought out with supply issues and I personally developed new vendor at chennai along with Cost Savingfor one component monthly volume 1,80,000 nos
* **Cost saved per month Rs. 5,94,000/- \* 12 = Rs. 71,28,000/- per Year)**
* Introduced new systems like **5S,KAIZEN,SOP,ISO/TS formats** in my previous and current companies and also at Vendors with proper guidelines and make them as regular practices.
* Have achieved targets regularly in procuring material for monthly production by

maintaining minimum inventory level.

* Have contributed significantly in improving the quality of the material by having

collaborative study along with quality department.

**ACHIEVEMENTS & AWARDS**

* Created awareness & guide the Vendor that related to Kaizen,SOP,5S,Method of Packing

the materials through Vendor Audit frequently.

# Professional Experience (Total Experience: 16 years)

* Working as a **Assistant Manager-SCM at M/s. Sankar NP Japan Pvt Ltd,Chennai.**

**from Mar 2019 to Till Date**

**Company Profile:**

Manufacturer of Gaskets & Rubber components for Two wheeler & Three wheeler

**Roles and Responsibilities:**

* New source identifications and evaluation.
* Cost Savings.
* Maintaining Inventory level.
* Handling preparation of Price Comparisons and selection of vendor on the basis of cost, quality & capability of Vendor.
* Handling and Consulting the Regional Team for Smooth Operation.
* Costing for Direct materials (Cost audit, & Negotiation with supplier for price finalization).
* Supplier evaluation and audit during sourcing.
* Review the team members for Scheduling, procurement, Stock level of raw materials.
* Preparation of Purchase order, Job order and Schedules releasing to the Material Supplier Local / International.
* Tracking and follow-up the IMPORT materials from Supplier to In-house.
* IMPORTS – CHA/CFS agent follow-up for clearance and duty payment.
* Floating Enquiries for Consumables products, comparison on of difference source, finalization.
* Scrap Sales / Disposal in daily basis, follow-up for clearance and Contract Finalization.
* Working as a **Assistant Manager-Purchase at M/s. SaiLaxmi Creations Pvt Ltd,Chennai.**

**from July 2016 to Feb 2019(2.6 years)**

**Company Profile:**

Manufacturer of all types of **Machined** **Components**

**Roles and Responsibilities:**

* Based on Monthly, Weekly Production Plan PO’s release to suppliers.
* Ensure the Issuing of timely PO’s to Vendors & co-ordination for payment.
* Handling of both Raw Material and indirect material Procurement.
* Purchase Order (PO) creation for both Raw materials and indirect materials.
* Coordinating with vendors to ensure continuous supply of materials.
* Inspection of the material to as per specification and dispatching of goods as per delivery date.
* On time completion of Open PO Report and Shortage Report
* Follow up with the suppliers regarding the transportation and bill claiming activities.
* Responsible for control the Inventory Value and Periodical stock verification.
* Effective Coordination with the User departments to maintain optimum inventory level.
* Manages the Purchasing Operation team and Ensure adherence to targets set for all Process Metrics
* Preparing list of non-moving item & taking action to reduce the Inventory of the same.
* Preparing the Gate pass (Returnable/Non-Returnable) against Request.
* Applying ABC analysis& also maintaining FIFO method for all engineering spares.
* Completing Rejection Replacement by Sending Defective Parts Back to Supplier and Getting Replacement as Product or Credit from Suppliers on Time.
* Cancelling Open Orders with Suppliers as Per Demand without affecting Requirement to make Production without Line Down.
* Working as a **Purchase-Assistant Engineer in TVS-Sundram Fasteners Ltd,Autolec Division, Chennai,**

**from April 2011 to June 2016( 5.2 years)**

**Company Profile:**

**TVS-Sundram Fasteners Ltd-(Autolec Division, Bearing Plant**), Manufacture Automotive parts, like Water Pump Bearing, Belt Tensioner Pulley, Oil Pump Bearing

**Roles and Responsibilities:**

* Ensure buying activities (scheduling, follow up, bill of material matching) of all Raw

Materials and bought out items like Sheet Metal components, Plastics Components, &

Job Work Items (Machined Components), Consumables like Oil, Grease, Waste etc,

Stationery items

* Monthly Schedule planning & two Month Forecast based on PPC team requirement for

local materials.

(Both Direct Material & Indirect Materials)

* Preparation of Purchase order, Job order and Schedules releasing to the Material

Supplier for Both Local/Boughout

New source identifications and evaluation along with QAD.

* Review with team members at the time of New Project Readiness.

Floating Enquiries for Consumables,Mechanical Spares,Electrical Spares for comparison

Finalization on of difference source,

* Responsible for maintaining inventory within norms, key responsibility is to ensure

timely availability of material as per plan

* Maintaining supplier relations
* Responsible for Supplier payment - follow up with finance dept ,
* Responsible for clearing GRN for procured material with coordinating with supplier

quality.

* Ensure no loss of production due to shortage of B/O & Sub –contract items,
* Ensure timely dispatch of vendor aid material to subcontractors and timely receipts of

finished materials

* Analyzing daily/weekly shortages and plan action accordingly
* Adherence to Material Inspection Plan
* Ensure 100% Supplier Schedule Adherence & Spare Parts schedule
* Coordinate with Supplier Quality & Engineering Department for trouble shooting of

quality issues at supplier end.

* Responsible for getting PPAP for design change / annual validation,
* Responsible for monitoring corrective & preventative actions taken place at supplier

end for quality improvement.

* Monitor and control targeted inventory levels
* Reduce material variance (minimum variation) b/w physical and SAP system
* To ensure timely payment to all the suppliers.
* Coordinator for new product parts sourcing by collecting quote & PAP samples
* Alternate source development by collecting quote & negotiations.
* Working as a **Purchase Assistant at M/s. Kathy Engineering Pvt Ltd,Chennai**

**from April 2003 to Mar 2011 (8 years)**

**Company Profile:**

They doing so many Machined Components as Boughtout,Job works and Sub Job works.

**Roles and Responsibilities:**

* Basic Purchase activities
* Responsible for making Purchase Order based on requisition. Material follow-up, Payment follow-up for Vendors.
* Weekly stock taking of all Items like, Cables, Compressor, motor, Fasteners items like, Bolt, Nut, Washer, Stud, Screw etc and monthly stock taking of all items.
* Responsible for Reconciliation of Stocks & Validation of Bin cards
* Identification of Non Moving Items and storing separately.
* Responsible for timely Procure of material to avoid line stoppage,
* Responsible for planning of in-house activity,
* Responsible for Transport arrangement for dispatch of sub contract parts.

**INTERESTS:**

* Basket Ball Player in School & College level played as Captain
* Played in Basket Ball District match school level as well as State Selection too

**ACADAMIC QUALIFICATIONS:**

* Diploma In Mechanical Engineering with 85.08% **(First Class)**Passout-April 2003.

LakshmiAmmal Polytechnic College, Kovilpatti.

* HSC with 64% **(First Class)**Passout-March 2001 – St Mary’s Boys Hr Sec School, Tuticorin.
* SSLC with 75% **(First Class)** Passout-March 1999 – St Mary’s Boys Hr Sec School, Tuticorin.

PERSONAL INFORMATION:

Father Name : V.Paulraj

Mother Name : P.Ammaponnu

**Date of Birth** **:** **04-04-1982**

**Marital status** **:**  **Married**

**Mother Tongue** **:** **Tamil**

**Languages Known**  **:** **English, Tamil(Read, Write & speak)**

**Permanent Address : Plot No: 110,Celseeni Colony,Caldwel Colony(South)**

**Tuticorin-628008.**

Declaration

### *I here by declare that all the information given above is true and correct to the best of my knowledge and belief.*

### *Place: Chennai* *Yours Faithfully,*

Date :

### *P. VASU*