### JACOB.A

3/146, Dinnur (vill), C.R.Palayam (Po),

Denkanikottai (TK),

Krishnagiri (D.T), Pin-635114.

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**Name Of the post Applied**: Purchase & Store officer.

**Job related skills** :In charge of Overall activities of Purchase & Store Dept. High levels of integrity & professionalism in transactions & conduct with suppliers, negotiating with the vendors for material procurement while coordinating with the higher authorities of the company.

**Years of Experience** : 8.5 Years

**OBJECTIVE**: To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

**Professional Experience:-**

1. **Name of Company:**ELAN INCORPORATED FZE. UAE-Sharjah.  
   **JOB Profile**  :PURCHASE and STORE Officer.

**Duration :** 10-Jan- 2019 (To) 07-July-2019

1. **Name of Company:**TIME TECHNOPLAST LTD .HOSUR.  
   **JOB Profile :**PURCHASE and STORE Officer.

**Duration :** 07- Dec- 2017 (TO) 07-Jan-2019

**3.** **Name of Company:**TVS Logistics Service Ltd .HOSUR.  
 **JOB Profile :**Asst.Officer at STORE Department

**Duration** : 01- July- 2011 (TO) 27-May-2017

**Academic Profile:-**

\* B.C.A - Periyar University, Salem 2013 - 70%  
 \* HSC - John Britto HSS,Denkanikottai 2007 - 69%  
 \* SSLC - John Britto HSS,Denkanikottai 2005 - 85%

**JOB RESPONSIBILITIES**:

\* In charge of Overall activities of Purchase & Store Dept. High levels of integrity & professionalism in transactions & conduct with suppliers.  
\* Negotiating with the vendors for material procurement while coordinating with the higher authorities of the company.  
\* Responsible Preparation & Execution of purchase order and sending the same to suppliers.  
\* Experienced in Department Coordination & Inter Departmental Relations. Coordinating with production planning to meet customer priorities.  
\* Releasing monthly schedules, Procurement of Materials, Spares & Consumables.  
\* Collecting quotations from various vendors and negotiating the prices and other terms & conditions.  
\* Raising the purchase order and sending to the vendor through E-mail. Follow up the material vigorously with the suppliers to ensure the dispatch on time for production. In case if any rejection materials from stores interaction with concern Dept. get the report and send back to the vendors.

**MATERIAL RECEIPTS**:

\* Receiving of various materials and verification of materials received with reference to corresponding documents.  
\* Preparation of Good Receipt Note (GRN) on daily basis for all Direct and Indirect materials.  
\* Receiving the materials from the suppliers with corresponding documents.  
\* Checking all documents for incoming, outgoing materials and maintaining it.  
\* Updating all documents in system.  
\* Ensure gate entry of all materials brought for customers and preparation of sales return within 24 hours of receipt.

**MATERIAL ISSUES**:

\* Issuing of materials from all stocks to various departments on material issue slips duly approved by competent authority.  
\* Following First in First out (FIFO) methods of issuing in case of material that have self-life constraints to avoid expires and change of properties.  
\* Making delivery schedules and issues materials as per schedule.  
\* Receipt and issue of goods & update those transaction in SAP.  
\* Ensure proper stacking, preservation, issue and receipt of materials.

**For Purchase management :**

\*Setting up the weekly, monthly, quarterly procurement plan.

\*Procurement of raw material from national and international market.

\*Development of alternative local sources for imported raw materials which helps in cost saving.

\*Purchasing machines with improved technology to increase production.

\*Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.

\*Inviting and allotting tenders.

\*Liaison with the production department to maintain optimum inventory.

\*Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.

\*Liaison with finance department for timely payment of bills.

\*Developing reports on procurement and usage of material for top management.

**For Vendor Development :**

\*Effective management of vendor database.

ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.

\*Development of new vendors.

\*Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.

\*Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.

\*Timely clearance of payments & handling vendor inquiries.

\*Running programmes to evaluate vendors based on the feedback from internal stake holders.

\*Developing reports on various programmes run for vendor development for top management.

**Personal Details:**   
Father Name   : M.Arockia Samy (Late)  
Date of Birth   : 08 Aug 1990  
Nationality    : Indian  
Marital Status   : Married  
Gender   : Male  
Local Address   : #92/4,Nethaji nagar,Police Station Backside,Mathigiri,Hosur.  
Languages known : Tamil, English, Hindi, Kannada & Telugu.  
Hobbies & Interest : Travelling, Watching Movies, Listing Music

I hereby declare that all the information furnished above is true to the best of my Knowledge and belief.

Place: HOSUR Yours Sincerely,

Date: A.JACOB