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**Seeking assignments in Purchase and Inventory Management/ Supply Chain Management/ Material Management with a growth-oriented organisation in the Pharmaceutical industry**

**PROFILE OVERVIEW**

* **A result oriented professional with 10+ Years of experience in Sourcing, Purchase, Material Management and supply chain management.**
* **Exposure in operations with key focus on overall business profitability by ensuring optimal utilisation of resources.**
* **Ability in developing new trends in operation to achieve revenue optimisation.**
* **Possesses excellent presentation & communication skills. Recognised for outstanding organisational skills, creativity, client relations and team spirit.**

**ACADEMIC CREDENTIALS**

**Graduation Vinayak Mission university Sikkim(Distance UGC approved)** 2018

**Advance Diploma** Indian School of Business management (Material Management) 2014

**12th** Haryana Board 1999

**10th** Haryana Board 1997

**JOB RESPONSIBILITIES**

**Purchase Management Material & Inventory Management Supply Chain Management Vendor Relationship Management**

* Executing business planning & forecasting for assessment of revenue potential in business opportunities.
* Monitoring Vendors performance to assure highest possible service level at lowest possible service level at lowest possible prices. Building strong relationships with Vendors / Suppliers for business growth & profitability. Regular follow up with vendors for timely delivery. Maintain vendor performance record.
* Coordinating in corporate communication programs for a range of internal and external audiences with a focus on customer relations and other corporate relationship initiatives.
* Establishing relationship with marketing communications teams; leading corporate brand image campaign as it relates to campaign localisation and content development.
* Maintain supply chain work process as per PMT or marketing team plans & budget. Follow up with vendor for delivery and quality.
* Develop quality & cost effective vendors for organisation benefits. Collect price quotations & samples, calculate costing of the product (finished or raw material), price negotiation for finalization and get approval for final prices from management and start business with new vendors as per company policies.
* Provide MIS/data in MS-office for new plans for organisations. Maintain record in system & physically regular basis.
* Support Logistics and provide all necessary documents such as packing list, commercial invoice and delivery notes for proper shipment handling for domestic or international dispatches.
* Coordinating with Account teams, vendors for developing communication plans, packaging, payment, purchase and inventory updates.
* Experience in handling two person team in current organisation. Previously handled store department in Nippon pain, Handled pan India warehouse team for GRN/Invoices, inventory maintain works.

**ORGANISATIONAL SCAN**

Organisation **SINOPHARM INDIA PVT LTD**

Duration April 2017 to Till Date

Role Manager-Sourcing

**Job Responsibilities**

* In Sinopharm working with three different divisions. 1.) Agro products department. 2.) Chemicals Department. 3.) Pharmaceutical Department.
* AGRO DEPARTMENT:-In agro department responsible for daily/weekly price offer, Analysis market situation, share market update time to time, attend major oil conferences, provide import export data port wise, check dispatch in present of worldwide lab agencies. Develop new suppliers for better prices and after understanding situation purchase material in good quality on low price. Purchased castor oil, peanut oil, menthol powder/crystal, fishmeal fenugreek seeds and many other commodities. Coordinate with HQ people for sea food market information, commodities market update. Attend global oil conference 2017, 2018, 2019 and develop new supplier for new products. Develop new product which regularly import by other Chinese companies and Sinopharm start get good margin on new products.
* Develop new suppliers for Groundnut oil, Castor oil, Coco peat, Coco Fibres, Menthol powder, fishmeal, fenugreek seeds, dry red chilli, turmeric, Black harda, Green cardamom, onion, guar gum, psyllium husk, cumin, black tea, sesame seeds, sunflower oil, Green moong beans and many more.
* In agro commodity done business $7.2 Million last year, purchased 40 FCL of castor seeds, 6 FCL of fenugreek seeds, 6 FCL of Red dry chilli, 6 FCL of cocopeat, 2 FCL of turmeric, 5 FCL of peanut oil and 2 FCL of Black harda (Terminalia chebula).
* Develop new supplier from Guntur for red dry chilli, Develop new supplier for turmeric from south India, Develop new supplier for fenugreek from Rajasthan, Develop new supplier for peanut/castor oil in Gujarat and many more.
* Visit vendors plant to check their capabilities of production, Quality standards and also check their dispatch schedule, dispatch material quality.
* Handling two members team who checked daily market price and market update of agro product and pharma products.
* Handling Import/Export work like, get prices/shipment schedule from CHA/freight forwarder for export/import shipment, finalize payment/shipment terms for export with seller, follow up with seller for shipment schedule, packing /stuffing process, document validation, follow up with CHA for custom clearance are major work.
* PHARMCEUTICAL DEPARTMENT:- Search/sourcing new suppliers for intermediates and API as per china team. Develop new suppliers for intermediates and API after get approval on their samples, price negotiation, payment terms, plant visit to check their quality standard, government approved licences/Documents and check their dispatch as per finalise time schedule.
* Purchased API ( Delcofenc Sodium, Chlorphenirmine Maleate BP, Lumefentrine) and purchased intermediates (2PPMS 51765-51-6, TBA 1694-31-1, Tadalfil Intermediates 171752-68-2).
* Develop new supplier for API and registered their API in China govt. R & D Qty already shipped for two clients for two or three API’s. Working on Many API registration work under process already submitted DMF to CDC. Got registration no for 2 API and one agreement signed for new API registration.
* Get samples from supplier with their specification and share to china team and share test result to manufactures with HPCL chart to give clear picture of quality standard of their products. Arrange document from suppliers for API registration in China, finalise exclusive contract/agreement for some API and help to china to apply IDL in china.
* Handling 2 person team, one is handling pharm products procurement and another is handling agro products procurement. Create SOP for agro products procurement; solve issue of agro products of team member.
* VISIT CHINA:- In Sinopharm I got chance to work in china HQ (Beijing HQ). I was in china from 1 July 2018 to 31st Aug 2018. I worked with different team in two months in china, visit Chinese manufacturer’s plant; check their manufacturing process and machineries. Visit warehouse and storage tank area and also check their loading unloading method for oil tanks. Check their ware house and storage process in china.
* Visit Farms and meet with farmers and understand their planting process, quality standard and also understand their production process.
* Meet with Chinese manufacturers/farmers to understand their requirement, understand their quality issue. Learn their method to check the quality of product. Got information about their business area, week and strong point of business.

**Previous Employer**

Organisation **NIPPON PAINT (INDIA) PVT. LTD.**

Duration 1.3 year (Jan 2016 to April 2017)

Role Sr. Executive - Purchase

**Job Responsibilities**

* Responsible for all Purchase of Raw Material & Packing material for production plant. Purchase all Raw materials like resin, hardeners, additives, Extenders & solvents. Dealing with BASF, Clariant, BYK & Buyers for additives. Dealing with Additya birla, Atul Ltd., Ideal chem & DKSH for resin & hardeners. Handle Purchase approx. 4 to 5 cr. per month.
* Purchase All PM material like Metal can, Plastic Bottle, Drums & All type of CFC boxes. DT lid, integrated neck & berry cap, Kirara, Rectangular, phenalkamine coated drum, GI drums, 3 ply, 5 ply & 7 ply CFC boxes.
* Prices negotiation, Vendor development is a part of KRA. Develop two new vendor with 30% lower price than current supplier.
* Provide RM & PM material status Tracker on daily basics, Weekly MIS Monthly MIS report. Maintain data for all purchase, Calculate actual Requirement on given MRP. Highlight pending, on transit & Delivered material status.
* Create PR and PO in SAP, clear invoice issue like taxes conditions or freight charges & help to store department to close the GRN & invoice submission to accounts department. Maintain only one month PO in SAP.
* Follow up with vendors for price quotations, samples & on time delivery. Give for-cast for import material to vendor and planning for Raw material & packing material as per production requirement.
* Coordinate with store department for maintain 60 days inventory for production. Applicable FIFO for available material in store. Maintain Safety stock for all RM & PM. Clear dead or slow moving stock from store.
* Arrange samples of new pigments, resins and hardeners for quality check from QC department.

**Past Employer**

Organisation **BOVIAN HEALTH CARE PVT. LTD**

Duration 1.7 Years (June 2014 to Jan 2016)

Role Sr. Executive-Purchase

**Job Responsibilities**

* Responsible for all Purchase of raw material, packaging & promotional activities across PAN India.
* Handling all promotional material like literature & gift purchasing work as per given budget. Provide different kind of gifts sample to PMT team and get cost effective gifts as per promotional budgets.
* Raise all the Purchase order as per Production Plan or as per approved PR in Oracle ERP Software. Follow up with vendors for timely delivery and quality, coordinate with warehouse/CA/CFA to raise right GRN as per invoice, submit invoices to account department with all documents.
* Handling all raw materials, general goods, Packaging material & promotional material purchase of organisation. Maintain two or three vendor for regular requirement.
* Develop new vendors for new product development. Provide samples; get clearance from quality team for samples, finalised terms & conditions with new vendor. Visit vendor office to get their capability & quality performance for organisation requirement.
* Get prices details for major RM (Intermediates) for manufacturers to not increase prices. Worked on import work of evnzime, vitamin C etc.
* Provide production plan to manager after checking sales team RSP, available stock inventory, short expiry material and fresh production. Forwarded PO as per production plan to all vendors and follow up with vendors for timely delivery.
* Coordinate with store/warehouse & Quality department for minimum & regular required stock & inventory with best quality. Manage stock & inventory as per Production department or sales team requirement.
* Evaluating good & reputed suppliers & negotiate price, lead time, payment terms & all the terms conditions as per company policy. l
* Maintain Vendors agreement (renewal or new agreement), manufacturing & delivery terms & conditions, CA/CFA agreement.
* Developed new packing for regular product (plastic jar in place of aluminium pouch bag) on same packing prices and solved sales team packing problem complaints from pan India.

**Past Employer**

Organisation **FIBREX CONSTRUCTION CHEMICALS PVT. LTD.**

Duration 3 years (Jan 2011 to June 2014)

Role Sr. Executive-Purchase

**Job Responsibilities**

* Responsible for all Purchase of raw material, packaging & promotional activities across PAN India.
* Purchased more than 100 chemicals like resin, Hardeners, cement, pigments (Liquid & powder), silica sand, different kind of powder chemicals, polymers, additives, antioxidants, Plastic buckets, plastic bottles, corrugate box and Woven bags.
* Develop new vendors for R & D team. Arranged samples from brand & reputed suppliers for quality & cost saving. Find local distributor of in Faridabad of Air product (leading manufacture of Hardeners in world).
* Maintained monthly MIS reports & data pertaining to performance indicators (inventory report, pending purchase order, ITR pending, non-availability of item in stock, etc.) Verification of system and physical stock.
* Maintain all documents filing like approved PR, approved PO & vendor/suppliers list record in HO.
* Arrange lab samples for RD team to develop new products, like lab grade solvents (Xylene, Toluene and Butyl acetoacetate), silica sand (100 mesh to 1000 mesh size), antioxidant, polymers, resins ( Bisphonel-A based etc) and Hardeners (cycloaliphatic amine curing agent, polyamide curing agent).

**Achievements**

* Got promoted in six month and finish probation period before one month. The main achievement in Sino pharm that I got a Chance to stay in China for two months. In company history I am the first person who gets the chance to visit China for two month.
* Won “Best New joiner” 2017 and won best business manager award 2018 in regular two years in Sino pharm. Saved approx. 7% in 3.5 Million USD purchase in 2018 & 4.7% in 2 million USD purchase.
* Won Best Business manager award in 2019 for 3.7 million usd purchase and saved approx. 7%.
* Won the award for “Most cost saving employee” in Bovian Health Care Pvt Ltd.

**IT SKILLS**

Operating System Windows Vista, Windows XP, Windows 7, Windows 8

Packages MS-Office

Software MM module of SAP, ERP Oracle 6.1 and ERP

**PERSONAL DOSSIER**

Date of Birth 20th May 1981

Languages Known English, Hindi and Punjabi

References Available on request.