

Suri Babu Sunkara
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JOB OBJECTIVE

Seeking senior level assignments in Procurement / Purchase where I can utilize my enriched professional aspects of knowledge and skills for making a significant contribution to the success of an Organization.

PROFILE SUMMARY

- A result oriented professional with **experience in** Procurement, Reporting & Documentation.
- Associated with Seven Seas Water Purification Eqp Trd LLC (**Waste Water & RO Water**), as **Procurement Associate, System Administration**.
- Expertise in handling ERP procurement based on MM and preparing purchase order.
- Comprehensive understanding & experience of purchasing strategies, inventory management and vendor management.
- A keen communicator with excellent relationship management skills

CORE COMPETENCIES

Procurement/ Vendor Management

- Efficiently identifying and developing potential vendors locally for the right sourcing, achieving cost effective purchases of raw materials; implementing systems for enhancing operational efficiency
- Developing and implementing key procurement strategies and purchase schedules and ensuring that these strategies and schedules are aligned with organizational objectives

Reporting & Documentation

- Managing the monthly, weekly & daily report creation through in-depth analysis and producing the actionable information

Client Relationship Management

- Developing strong relations, as well as maintaining constant business communication with key opinion leaders
- Addressing all queries put forth by customers in a satisfactory and timely manner

General Administration

- Scheduling and coordinating meetings, appointments and other similar activities for supervisors; managing travel facilities as well as lodging arrangements for the company personnel.

EMPLOYMENT DETAILS

13th May 2017 to 13th June 2019
Seven Seas Water Purification Eqp Trd. LLC,

**Procurement Associate,
System admin**



SEVEN SEAS
Water Purification Equipment

Key Result Areas:

- Coordinates all activities related to procurement of a commodity beginning with intent to purchase through delivery
- Negotiates the lowest possible Cost for the commodity balanced against the optimum quality and schedule needs
- Booking Sales order and execute the entire purchase to delivery process as per agreed terms with clients & suppliers

- Managed capital purchases, handled direct vendor relations and maintained equipment tracking records.
- Maintaining & updating files, databases, records & other documents.
- Maintaining files, Performa invoice and purchase orders for further review & analysis by the senior management.
- Negotiating with suppliers regarding prices and minimizing the costs.
- Conducting market research and procuring required items.
- Ensuring selection of right vendors for the requested materials by client, & correct and timely procurement of required materials.
- Planning and conduct competitive negotiations, maintaining records on purchase price information on both open market and contract purchases.
- Maintaining supplier data base and administering vendor performance to evaluate the best suppliers with respect to delivery performance, pricing and quality of materials supplied etc.
- Providing status reports to management on overall purchase of material
- Assures that the commodity is delivered on schedule, at the negotiated price, and meets the quality standards of the company
- Reporting of Material rejections / non conformities with Vendor

Highlights:

Modified and improved system of dispensation of monthly expense reports which saved time and company resources which could be used to find where the expense is high while procuring for the projects, identify the most suitable vendor, check quality of materials, and develop cost effective methods.

<p>10th July, 2015 to 25th March, 2017</p>	<p>Lakshmi Global Solutions. tk</p>
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Key Result Areas:

- Handling a high volume of customer enquiries whilst providing a high quality of service to each caller.
- Preparing purchase orders after getting subsequent approval from the respective division heads.
- Evaluate the supplier quality & efficiency
- Negotiate with the vendor & received the final revised offer
- Finalized the price & vendor with the use of comparative statement (quality, price, lead time, freight & payment terms)
- Ordering and ensuring the delivery of goods to Client.
- Follow up with vendors for on time deliveries.
- Payment follow - up with our finance team.
- Resolves product or service problems by clarifying the customer's complaint
- Dealing with local vendors for both Cash & Credit purchases
- Managing all the sales related activity of the company

EDUCATION :

B.Tech (Information Technology) from Swarnandhrainstitute of engineering and technology Narasapuram under JntuKAKINADA in 2014

Intermediate (MPC) – Vidyanidhi Jr College Amalapuram in 2010

SSC – ZPH School G. Pedapudi in 2008

Personal Details :

Date of Birth : 2nd July 1993

Nationality : Indian

Languages Known : English, Hindi and Telugu

Fathers 'name : Satyanarayana Sunkara

Marital Status : Single

Address : G.pedapudi,

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Passport NO