

ANURADHA

Senior Purchase Officer

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CAREER OBJECTIVE

Seeking career opportunities in Procurement and Contract Management that enable to employ my skills, knowledge and managerial experience for growth of organization and personal development.

EXPERIENCE

Elin Appliances Pvt. Ltd. - Purchase Senior Officer - Jan, 2007 – till date

Company engaged in contract manufacturing of various products for OEM in Electronic, Audio and Domestic home appliances sector.

Sourcing and Contract Management

- Coordinate with internal planning team to understand timelines and plan work accordingly to ensure that SCM activities are aligned to overall production schedule.
- Creating and monitoring sourcing event including Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ) as well as receipt and return of vendor documents.
- Float RFI and RFP to bidders, arranging supplier offers, keeping track for sourcing event floated, offers received, their technical validation and further negotiation.
- Contract drafting viz. Work Order, Research Agreement, Amendment etc including comprehensive Statement of Work (SoW) & complete remuneration sheets and Contract Management by the application of Navision and ERP Baan Tool.
- Identify the gaps between planned & actual and prepare the counter plan to meet out the gaps.
- Coordination with planning team to ensure that contract close-out, extension or renewal should be accomplished within defined timeline
- Conducting counter party due diligence (CDD) checks to assess the credibility of the supplier.

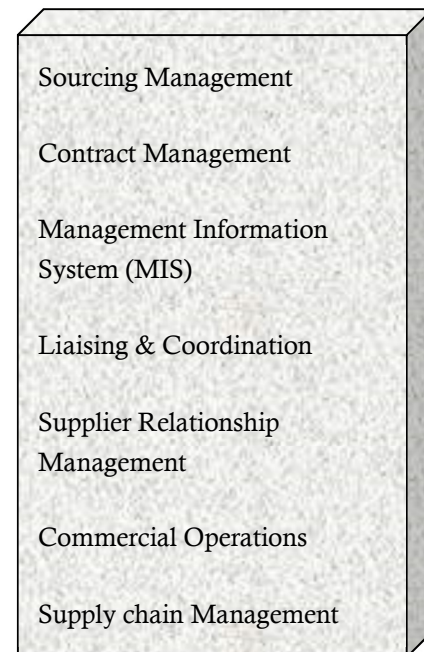
Market Analysis

- Monitor and research trends in the industry.
- Trend analysis-analyze market trends, historical price trends, raw material price trends for Price negotiations.

Costing and Negotiation

- Prepare the costing of components based on present cost of manufacturing and variation in the raw material prices
- Negotiation with suppliers not only on prices but also on other aspects of contract such as freight, delivery and quality parameters.
- Regular efforts made to procure material at competitive prices without sacrificing the desired quality standards.

KEY SKILLS



ACHIEVEMENTS

- ❖ Localized procurement of import items used in Iron, Blender which leads to subsequent saving in overall cost of product.
- ❖ Successful implementation of alternate plastic molding material in mixer that not only reduces weight but cost also.
- ❖ Optimize the inventory cost by maintaining the inventory at supplier's end.
- ❖ Reduce the rejection of material by organizing regular training to supplier's staff at their premises.

- Discuss/Negotiate contract clause exceptions with Suppliers as advised by Category leads and act as the primary contact ensuring that all legal and contractual matters are addressed efficiently and promptly.

Supplier Relationship

- Handle any related matters to purchase and ensure that all the bills are logged at accounts by understanding the statutory implications.
- Co-ordinate with the Finance and Accounts department for timely payment of vendors as per terms fixed in purchase contract.
- Resolve grievances and claims of suppliers
- Coordinate with supplier on timely delivery of material.
- Execute various procurement assignments with international supplier of China, United States, Tiwan, Singapore, Hongkong.

Conduct ISO Audit

- Responsible for conducting departmental internal and external ISO audit
- Ensure that every team member should follow ISO procedure
- Create SOP and timely review as per company policies and procedures.

Management Information system

- Intimate to top management about the price fluctuation of raw material that can affect the price of finished product.
- Monitor the performance of vendors and the quality of goods supplied on a continuous basis by taking feedback from the quality department.
- Intimate the management about the cost saved and number of contract executed successfully & pending on bi weekly basis.

Training Staff Member

- Conduct the training of new team member so as to get familiar with company procedures and workflow.
- Identify and implement process improvements ideas to increase efficiency and accuracy of process.

Supply Chain Management

- Plan the delivery schedule of domestic suppliers in such that the freight cost is minimal.
- Follow up with freight forwarders/CHA for timely release of material from customs.

SOFTWARE SKILLS

- ❖ ERP Baan (Material Management), Navision
- ❖ MS Office (MS Word, MS Excel, MS PowerPoint, MS Outlook).

ACADEMIC

- ❖ Completed M.Com from HP University, Shimla in 2009.
- ❖ Accomplished B.Com from Punjab University, Chandigarh in 2006.

LANGUAGE PROFICIENCY

English, Hindi, Punjabi