

**VIVEKKUMAR BHAMBI**

Supply Chain Executive

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- Over 3.6 years of experience in Purchase, Procurement, Operations, and Inventory.
- Responsible for the procurement of IT, Telecoms, Electrical and furniture products.
- Finalizing the to-be process of SSC SCM (PR to PO, Amendment, and Advance payment).
- Possess knowledge about SAP – MM Module.
- Gained functional exposure in handling the procurement & purchase operations with key focus on bottom line profitability by ensuring optimal utilization of resources.
- An effective communicator and negotiator with excellent people managing abilities.
- Vendor management, strong negotiation skill and cost reduction.
- Responsible for vendor identification, purchase operations, rate negotiation, inventory management.
- Capability to procure variety of raw material, issue purchase order with proper technical commercial terms and conditions.
- Ability to develop/procure material as per production schedule.
- Responsible for GST implementation. (Getting the GST no, HSN codes, SAC codes etc.).

**AREA OF EXPERTISE**

- Vendor Management
- Vendor finalization
- Material Procurement.
- Negotiation
- Material Delivery follow-up.
- Invoice Processing.
- Inventory Management
- Cost calculation, Budgeting.
- Ability to see things from the point of view of both suppliers and buyers.
- Highly ownership attitude towards assignments.

**TOOLS/TECHNOLOGIES**

<b>Functional Tools used</b>	SAP MM Module, Oracle, and EPS Portal.
<b>Software Application</b>	MS Office (MS-Word, MS-Excel, MS-Power Point).

**EMPLOYMENT HISTORY**

- Currently working as in Oyo Rooms, Gurugram as a Supply chain executive on since 12August 2019 to present.
- Worked as Associate SCM in Jindal Steel & Power Ltd, Gurugram from 9 April 2018 to 9 Aug 2019.
- Worked as Purchase Engineer in RailTel Corporation Of India Ltd, Delhi from 21 March 2016 to 05Jul 2017.

## EXPERIENCE DETAILS

### ➤ **Organization: - Oyo Rooms, Gurugram.( August 2019 – Present)**

- Company Profile: The world's third-largest fastest growing hospitality chain of leased and franchised hotels, homes & living spaces. OYO include more than 23,000+ hotels in 800+ cities in 18 countries around the world.
- Designation: Supply chain executive at Oyo Rooms on payroll of Weaving Manpower since 9 August 2019.

### ➤ **Responsibilities**

- Managing 3cr value orders every month in Furniture Category, Right from order placing to delivery and payment.
- Execution of Furniture & Related inventory delivery with-in 8 days
- Searching of potential vendors against the material.
- Checking the stock position prior to floating enquiry.
- Negotiation with vendors regarding Rate, terms & conditions.
- Amendment of PO is being done after proper justification & verification.
- Expertise in Procurement Process: procurement planning, procurement analytic, Budget allocation, order allocation, Delivery.
- PR-PO (Purchase requisition- Purchase order) in ERP, Invoice GRN, Invoice reconciliation, Payment followup.
- Detailed checking of commercial invoices versus goods received voucher, Proper taxation breakup.
- Responsible for vendor identification, purchase operations, rate negotiation, inventory management.
- Manage projects, its external resources, work plan and progress of work
- Reviewing and building production capacity through projection planning to vendors and taking necessary action to avoid last minute hassle.
- Responsible for vendor development in terms of processes around OYO and taking care of timely invoicing and payments of vendors.

### ➤ **Organization: Jindal Steel & Power Limited, (April 2018 –August 2019)**

- Company Profile: JSPL is an industrial powerhouse with dominant presence in steel, power and infrastructure sectors. From the widest flat products to a whole range of long products, JSPL today sports a product portfolio that caters to markets across the steel value chain.
- Designation: 1.3 Year experience in M/s Jindal Steel & Power Limited as an Associate in SCM department for procurement of MRO (Maintenance, Repair and Operating Supply) material on payroll of Artech Infosys since 9 April 2018 to 9 Aug 2019.

### ➤ **Responsibilities**

- Responsible for procurement of IT and Telecom Products.
- Receiving the released PR in EPS tool.
- Searching of potential vendors against the material.
- Checking the stock position prior to floating enquiry.
- Negotiation with vendors regarding Rate, terms & conditions.
- Sending the approved PO to vendor.
- Monitoring the technical specifications, negotiating with vendors, monitoring vendor performance.

- Negotiating & assessing the performance of the vendors based on various criteria such as prices, quality improvement rate, timely delivery, credit terms, etc.
- Incoterms/Freight/payment terms/taxes etc are being properly negotiated with vendors looking the profitability of the company.
- Global Procurement of materials from Germany, Ireland.
- Negotiating with the legal terms & benefiting the company during Global procurement

➤ **Organization: RailTel Corporation of India Limited (March 2016 – July 2017)**

- Company Profile: RailTel Corporation a "Mini Ratna (Category-I)" PSU is one of the largest neutral telecom infrastructure providers in the country owning a Pan-India optic fiber network on exclusive Right of Way (ROW) along Railway track. The OFC network covers all important towns & cities of the country and several rural areas covering 70% of India's population.
- Designation: 1.4 Year experience in Sourcing/Purchase dept. Worked with RailTel Corporation of India Limited on payroll of Shomuk engineering and consultancy services from 21 March 2016 to 05 Jul 2017.

➤ **Responsibilities**

- Communicated effectively with suppliers on product costing and lead times/shipping dates.
- Responsible for maintaining files of sale invoice, Performa invoice and purchase orders.
- Send RFQ To Suppliers & Prepare Techno Commercial Comparison As Per Quotation.
- Negotiate the Best Lowest Price & Best Payment Terms And Contract Conditions, Maintaining High Level of Integrity.
- Keep updated all the documents like PR, PO in file On Daily Basis.
- Tracking & Maintaining Indent Sheet on Daily Basis & Follow Up Of Material with Supplier.
- Making PO based on approval Notes or Techno Commercial Comparison.
- Co-ordination for quality issue or other or Give best Solutions to the User.
- New Source identification, selection & vendor consolidation for high volume part.
- Scheduling to vendors & material fill as per schedule.
- Making rate amendment data & PO quarter wise.

## EDUCATION DETAILS

- I have completed Bachelor of Engineering in Information Technology (2012- 2015) with 7.41 CGPA from Gujarat Technological University.
- Diploma in Information Technology (2008-2011) with 7.02 CGPA from Gujarat Technological University.
- Intermediate from GSHSEB Board in 2008 and secured 73.34%.

I hereby declare that all above mentioned details given by me are true and complete to the best of my knowledge.

Vivek Bhambi