

# Khan Tabish Raza

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## Work Experience

08/2017 - Nowadays

### ABB India Ltd

Procurement Specialist

Responsible for the availability of materials/finished goods for Medium Voltage Switchgear manufacturing and ensuring adequate replenishment of inventory through purchase orders.

Main Accountabilities:

- Purchasing materials according to required technical specifications, price, delivery schedule and terms.
- Overseeing supplier performance (on-time delivery, quality, lead time), and recommending solutions / resolving performance issues within the scope.
- Maintaining inventory parameters in SAP ERP: safety stock, reorder point, lot size and lead time.
- Collaborating with team for obtaining the best possible supplier performance in terms of supplier on-time delivery, quality, lead time and flexibility.
- Analysing excess and obsolete/aging inventory and take appropriate action for optimizing inventory performance in collaboration with sales, marketing, manufacturing and supply chain management.
- Ensuring optimized translation of Purchase Requisitions into Purchase Orders.
- Managing stakeholders by escalating any issues that supplier is missing and planning risk mitigation actions.
- Ensuring sub-contracting stock availability at Vendor.
- Maintaining optimum inventory by ABC class analysis, implementing JIT for high value/high volume items and establishing kanban pull system for high running items.

## Activities

- SAP shortage review
- Purchase Order creation
- Open PO analysis and closure
- Supplier OTD analysis
- Retrospective PO analysis
- Review of sub-contracting stock at Supplier
- Plan vs Actual monitoring

- Scrap reconciliation
- L6S/Kaizen/Hazard reporting
- MES rejection data analysis
- Kanban trigger monitoring
- Automating workflow
- Power BI dashboard creation
- Data Analysis

Skill

Digitalization	■	■	■	■	■
SAP (MM & PP)	■	■	■	■	■
Demand Planning	■	■	■	■	■
Inventory Planning	■	■	■	■	■
Production Management	■	■	■	■	■
Data Analytics	■	■	■	■	■

Education

04/2021 - 10/2022	<b>Professional Graduate Programme in Mechanical Engineering</b> International Institute of Management and Technical Studies  A
06/2014 - 06/2017	<b>Diploma in Mechanical Engineering</b> Jamia Millia Islamia  85.5%

Project

05/2022 - 07/2022	<b>Parivartan</b> Procurement Planning and Monitoring Tool  Built Procurement Tool in co-ordination with teammate and transformed the buying process from buyers working on individual excel file to the centralized Power BI based Procurement with features like: 1. Trigger points for materials based on several stock levels 2. Vendor wise plan vs actual receipt for last 3 months 3. Open PO and PR review 4. Open kanban trigger status 5. Sub-contracting material status 6. Most important- Product wise material coverage and shortage review with respect to the monthly plan of entire variety of products, all under one platform.
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05/2019 - 04/2022

## **Factory Digitalization**

### **Smart Factory**

- Establishment of ITS (Integrated Traceability System) in co-ordination with iD4 Realm team on three production lines of Indoor Products.
- Created the complete logic of Drive Line Traceability System, which include daily plan upload from server, display of day-wise plan vs actual for each type of drive on first station for better accessibility, QR code generation as per the running month and rework delegation option to respective workstation.
- Explored the functionality of Microsoft Office (and continuously exploring) and using the techniques which is suitable with our day to day work, improving the work efficiency. This includes E-Skill Matrix Evaluation and Supplier Assessment via Microsoft Forms; Multiple emails in a single click via Microsoft Excel VBA; Automatically forwarding SAP kanban trigger mail to concerned person at supplier end via Power Automate.
- Built Purchase KPI Dashboard to keep track of all important KPIs like Inventory, Stock Obsolescence, Aging Inventory, Downtime, SOTD, PO volume, PO to GRN cycle, etc to focus on the gap.

## **Interest**

- Finding solutions to make tasks easier
- Power BI
- Data Analytics
- Excel Macros
- Power Automate
- Python
- Photography