

Khan Tabish Raza

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Result-oriented Procurement Professional, utilizing interpersonal, analytical & leadership skills in Material Planning & Procurement Sector

CORE COMPETENCIES

- Procurement Planning
- Supply Chain Management
- Vendor Management
- Inbound Logistics
- Inventory Planning
- Production Management
- Order Management
- Data Analysis

SOFT SKILLS

- Team Management
- Strategic Thinking
- Decision Making
- Interpersonal Communication
- Problem-solving
- Ethics & Trustworthy
- Vigilant & Meticulous
- Time Management

TECHNICAL SKILLS

- SAP (MM & PP module)
- Digitalization
- Process Automation
- Power BI
- Power Automate
- MS Office Suite

PROFESSIONAL SUMMARY

- Versatile, Growth-Driven with nearly 6 years of contribution in operations, managing production, purchasing & negotiation
- Successfully managed multiple activities like **SAP Shortage Review, Forecasting/Scheduling, Purchase Order Creation, Delivery Follow-up, Open PO Analysis & Closure, Supplier Performance Review, along with KPI monitoring which include Inventory, SOTD, Stock obsolescence, Downtime & Retrospective PO Analysis**
- Gained experience in implementing key procurement strategies. Planning shipment, preparing ASN, coordinating with TMC / CHA for import shipments
- Leveraged skills in developing procedures **curtailing inventory-holding expenses and minimizing wastage**
- **Actively participated** and given contribution in the **digitalization activities** and conducted **training sessions** for colleagues on how to automate workflows, resulting in increased adoption and usage
- Developed practice of **reporting & publishing** every small improvement activity (Kaizen)
- **Collaborative, adaptable & approachable**; quick learner with capacity to work under pressure and meet deadline

WORK EXPERIENCE

Procurement Specialist (Jun'2019- Present)

ABB India Limited

Key Areas:

- Ensuring availability of materials/finished goods for Medium Voltage Switchgear manufacturing and ensuring adequate **replenishment of inventory** through purchase orders
- **Updating & maintaining inventory parameter (MRP type, safety stock, reorder point, minimum lot size, fixed lot size and lead time)**
- Ensuring optimized translation of **Purchase Requisitions into Purchase Orders**
- **Collaborating with team** for obtaining the best possible delivery performance in terms of supplier on-time delivery, lead time and flexibility
- Ensuring **sub-contracting stock availability and reconciliation** at Vendor
- Maintaining optimum inventory by **implementing JIT** for high value/high volume items and **establishing kanban** pull system for high running items
- Interacting with stakeholders on a regular basis and escalating issues from supplier's end; executing **risk mitigation** actions
- **Automating complex workflows** using Power Automate, resulting in significant time savings and increased efficiency
- Designing and **implementing Excel Macros to automate repetitive tasks**, resulting in improved accuracy and faster processing times
- **Developing Power BI reports** to visualize and analyze data, providing actionable insights for business stakeholders

Production Engineer (Aug'2017- Jun'2019)

ABB India Limited

Key Areas:

- Ensuring continuous and efficient production operations of Medium Voltage Circuit Breakers in line with plans, procedures, quality and safety standards
- Leading capacity planning and resource optimization for the daily operations in production
- Identifying bottleneck in production, proposing improvements and overseeing their implementation
- Evaluating new processes to improve productivity and quality
- Assisting Production Planners with clear communication of any production capacity issues to prioritize urgent customer deliveries

ACADEMIC DETAILS

- **Professional Graduate Programme in Mechanical Engineering** from International Institute of Management and Technical Studies (Gujrat) with 'A' Grade (Oct'2022)
- **Diploma in Mechanical Engineering** from Jamia Millia Islamia (New Delhi) with 85.5% (Jun'2017)

PROJECTS UNDERTAKEN

Project #1	Parivartan: Procurement Planning & Monitoring Tool
Period	May'2022 to Jul'2022
Role	Built Procurement Tool in co-ordination with teammates and transformed the buying process from buyers that worked on individual excel file to the centralized Power BI based Procurement with features like: <ul style="list-style-type: none">• Trigger points for materials based on several stock levels• Vendor-wise Plan vs Actual Receipt For last 3 months• Open PO and PR Review• Open kanban trigger status & day-wise coverage section for JIT material• Sub-contracting material status• Product-wise material coverage and shortage review with respect to the monthly plan of entire variety of products, all under one platform

Project #2	Lean Six Sigma DMAIC- ZS2 module direct dispatch from vendor
Period	Jan'2021 to Feb'2022
Role	Problem Statement and Scope: <ul style="list-style-type: none">• Multiple handling involved in ZS2 module from receipt to final dispatch• Handling of ZS2 module an average of 25 man-minutes of activity per module• Hence planned to dispatch ZS2 module from vendor directly to end customer to avoid the handling and optimize space at ABB Project Objective & Benefits to internal/external customer: <ul style="list-style-type: none">• Reduction in vehicle movement by 50% and dock occupancy by 100% for every module dispatched• Increased ITO by dispatching ZS2 module without even holding the inventory for a day• Time saving of 31.25 man-hours of monthly time saving considering average 75 modules/month

Project #3	Factory Digitalization: Smart Factory
Period	May'2019 to Apr'2022
Role	<ul style="list-style-type: none">• Established ITS (Integrated Traceability System) in coordination with iD4 Realm Team• Created the complete logic of Drive Line Traceability System that included daily plan upload from server, displayed daily plan vs actual plan for better accessibility & QR generation feature• Gained exposure in MS Office and utilized it in day-to-day task like Skill Matrix Evaluation & Supplier Assessment via Microsoft Forms, Communication via MS Excel VBA & 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 to focus on the gap

HOBBIES & INTERESTS

- Showcased interest in the areas of **Data Analytics & Visualization, Process Automation, Excel Macros, Python, Website Development, Photography** and above all, making day-to-day task easier.

PERSONAL DETAILS

Date of Birth: 8th July 1996

Address: Nashik, Maharashtra (India)

Languages Known: English, Hindi, Urdu, Arabic (beginner)

Nationality: Indian