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| Nalla SAI SIDDARTHA  **+91 9963532706**  saisiddarthnalla@outlook.com ·  https://www.linkedin.com/in/nalla-sai-siddartha-881288167/ |
| * **4 years** of expertise **in** **Supply Chain Management** across multiple sectors. * Good hands-on experience in **Warehouse management, Automotive, and Software procurement.** * Worked on a complete knockdown **(CKD)** for vendor registration and helped to update the **Master organization chart** of **104 vendors** in the Initial stage. * Working as a **buyer for the EMEA team** handling **75 Vendors.**  SKILLS  * Inventory Management * Vendor development * PO Order confirmation * Strong negotiation skills * IBM Mainframe * AUTO–CAD * Production Part Approval Process (PPAP) * 7QC Tools |

# Experience

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| JUNE 2021 – PresentMANAGEMENT TRAINEE, **GENPACT INDIA PVT, HAFEEZPET, Hyderabad** **PO Confirmation (EMEA) Team**   * Preparation of EMEA Dashboard Report(daily)& sharing them with higher management & Clients. * Preparation of Process SOP’s & getting approval from with higher management, Clients. * Preparation of every week’s aging report on working on them with PO Buyers for clearances. * Updating weekly reports (Cumulative) every Friday and sharing them with higher management & Clients. * Extracting Open Order Report (daily) from Power BI and assigning it to all team members. * Confirmation of WESCO/ANIXTER PO’s order confirmation concerning Sales order/ Acknowledgement number, Unit price, and Schedule ship date/Delivery dates. * Follow up with vendors on Material dispatch and Invoices. open order reports order confirmations to close open lines. * Discussing with Vendors for any Technical Issues, Price dispensaries, and qty changes. * Call vendors through the “Avaya Call” app and get their contact information. * Working on Sales Orders (PRs). * Converting SO's to PO’s based on vendor constraints. * Taking Approvals for the POs with Managers for the High Value of $500K. * Maintaining Stock Reports * Clearing Stock material by interacting with Stock Persons * Following up on material for dispatch and checking with the Quality dept for Inspection once dispatched. then Billing of PO’s * Updating group of Order Confirmations in a single shot using IM30 macro. * Achieving EMEA monthly targets. * Train and provide the required PKT for all the new team members (users). * Setting up the required macros for the new user & setting up all required documents. * Tracking of Open lines status using PR97 * Helping team with Vendor queries like No record of PO, Vendor unable to process, Vendor has canceled by creating new templates * Escalating the Vendors who are not responding properly to Procurement Managers  Jul 2019 – MARCH 2021EXECUTIVE VPC, **Glovis India Anantapur Pvt Ltd (KIA), Andhra Pradesh** **Vehicle Processing Center (VPC)**   * Maintain inventory of parts as per defined norms. * Create and issue routine purchase orders, track purchases and shipments and provide estimated delivery dates as requested. * Releasing purchase orders & monthly schedules to vendors based on the requirement purchase requisitions. * Handling the amendment on the purchase order on price change, license, quantity, shipping details, and part numbers. * Negotiation in complex situations requiring stringent terms for quality, cost, and delivery * Relationship building with customers, vendors, and suppliers. * Inspection of body parts (case sheets) as per order number. * Inspection of trim parts (carton boxes) as per order number priority & case completion Shipping of parts as per order number priority & planning as per the truck dimensions. Reconciliation of Supplier wise Vs Invoice Vs GIA GRN Vs submission to Finance department. * Part-wise receipt Vs sales price analysis. * Ensuring that optimized TCO (cost, quality, availability) is assured in product and business creation and their full life cycle.  Jan 2018 – June 2019Procurement Engineer, **Jai Bhavani Mata Engitech Pvt Ltd (J.B.M.E.P.L), Bhosari, Pune**  * Negotiation with Party and Placement of Purchase Order / Work Order * To keep the pricing track of high-value materials to plan purchases in such a way to have the pricing benefits * Ensure buying activities (scheduling, follow-up, bill of material matching) of all raw materials and bought-out parts. Responsible for maintaining inventory within norms. The key responsibility is to ensure the timely availability of material as per plan. Maintain supplier * Ensure no loss of production due to a shortage of B/O items * Ensure timely dispatch of vendor aid material to subcontractors and timely receipts of finished materials. * Analyzing daily/weekly shortages and planning activities accordingly. * Coordinate with Mfg. Vendor Quality Assurance Strategic sourcing dept. and component development (vendor development) department * Monitor line throwback & GR rejection & suggest CAPA * Submitting PPAP, Development samples, and Documents to Quality. And get approval |
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# Certification

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| AUGUST 2018 **AUTO CAD,** In Central Institute of Tool Designing [C.I.T.D] |

# Education

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| Jun 2017Bachelor of Technology(MECHANICAL), **D.V.R College of Engineering & TECHNOLOGY (**Affiliated to JNTUH), Hyderabad |

# Languages

* English: Intermediate
* Telugu : Fluent
* Hindi : Fluent
* Tamil : Beginner