

CURRICULAM VITAE

KRANTHI KUMAR V.M

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Next to Cauvery Gas Godden
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Career Objective:-

- Executed unified processes and initiatives that improve cost, quality, delivery, and service criteria and foster long-term collaborative relationships with the vendors.
- A result oriented professional with experience in developing and maintaining sourcing vision, processes, and organization for selecting, managing, and developing the industry
- Expertise in implementing cost saving measures to achieve reduction or rejection of raw materials, negotiating with vendors; developed a cost saving tracker for the same

Professional Strength:-

Innovative and Resourceful Procurement Management Professional: in growing into its acme. Track record of delivering superior results by implementing strategic procurement, sourcing, cost reduction, supplier negotiation and relationship management programs that optimize the value from the supply chain

EMPLOYMENT DETAILS:-

- One year and Six months Experience as a Retail supervisor In **Sammy's Dream Land Co Pvt. ltd** Bangalore.
- Worked as Store Supervisor in Forum mall Transit (Food Court). **Prestige Group**
- Worked as a Purchase Executive as well as accounts assistant in **Prestige Leisure Resorts Pvt. Ltd.**, (Angsana Oasis spa And Resort) Bangalore.
- Worked as Purchase Executive in the **Lalit Ashok Hotel** Bangalore 5 star Property (Bharat Hotels Pvt Ltd)
- Presently Working in **Sarovar Hotels Pvt Ltd** as Assistant Manager Purchase & Stores.

Key Result Areas: -

- Responsible for Checking of requisitions/purchase indents.
- Selection of suppliers for issue of enquiries.
- Maintaining the Issuing enquiries/tenders and obtaining quotations.
- Analyzing quotations and bids etc., and preparation of comparative statement (quotation charts).
- Consultation with the Indent or for selection and approval of quotations and with Accounts Officer for pre-audit.
- Responsible for all administrative functions of the Materials Department, staffing, training and execution of other related duties.
- Checking legal conditions of contracts. Consulting Administrative Officer or Secretary, NCSM – where necessary.
- Issue of Purchase Orders.
- Follow-up of purchase orders for delivery in due time
- Verification and passing of suppliers' bills to see that payments are made promptly.

- Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc., reported by the Stores Department.
- Maintenance of purchase records. Issues regularly slow moving item lists
- Maintenance of progressive expenditure statement, sub-head wise.
- Maintenance of vendor performance records/data.
- Arrangement for Insurance Surveys, as and when necessary.
- Clearance of foreign consignments.
- Keeping various Departments/Divisions informed of the progress of their indents in case of delay in obtaining supplies.
- Serving as an information center on the materials' knowledge i.e. their prices, source of supply, specification and other allied matters.
- Development of reliable and alternate sources of supply...
- Responsible for maintaining logical storeroom inventory levels operationally needed.
- Willing to work a flexible schedule in order to accomplish all major responsibilities and tasks

Academic Profile

- B.Com at Bangalore University
- Diploma in Electronics & Communication

Computer skills:-

- Explore with Accounting Software like Tally, IDS, and Web Prolific. Opera Fidelio,
- Explore in MS Excel(Knowing Formulation and Tabulation Statement)
- And MS Word (Knowing Invoices, Quotations, and Purchase Order Creation)

Personal Profile:-

Name: KRANTHI KUMAR V M
 Gender: Male
 Marital status: married
 Language Known: Telugu, Kannada, English Hindi & Tamil
 D.O.B: 13-05-1985
 Nationality: Indian
 E-mail Address: vm_kranthi@yahoo.co.in , vmkranthi123@gmail.com,

Kindly consider my application sympathetically and provide me an opportunity to serve to your Organization, for which I shall be ever grateful to you,

Mr.Subramanya C
 CEO
 PRESTIGE GROUP
 Bangalore

Declaration

I hereby declare that the above-mentioned details are true to best of my Knowledge.

Place:
Bangalore

Signature:
KRANTHI KUMAR V M