

## **CURRICULUM VITAE**

**NANDINI A**

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### **Career Objective**

To be an active employee who contributes to the mission, vision, and values of the company and to interact, on a professional level with other employees to give excellent performance and translate my experience, knowledge, skill and abilities into value for the organization.

### **Employment Profile**

#### **Core Competencies:**

Strategic planning, Import & Local parts procurement, Logistics Management, FIFO.

#### **Toyota Tsusho India Pvt Ltd- *Officer* (Apr 2016 – Till date)**

- Supply Chain Management, Operations
- Inventory Management, Order Management.
- Knowledge of Documentation in SAP.
- Procedures of GRN, Invoicing, Payment Accounting.
- Order planning.

## **Previous Organization**

### **Toyota Kirloskar Motor Pvt Ltd- Associate (Oct 2012 – Sept 2015)**

- Order confirmation for Domestic & Exports Orders as per defined lead time.
- Review & execution of orders/pending orders as per due dates.
- Circulating weekly dispatch plan in co-ordination with plant & material availability.
- Kick off meetings with the all the cross functional teams and suppliers.
- To Coordinate with supply chain stakeholders to ensure smooth fulfillment of parts requirement, to achieve production plan, in-stock, inventory, profitability and strategy goals
- Extensive experience in dealing with all level of suppliers to procure the parts for the production requirement.
- Addressed various issues, queries, complaints raised by the suppliers and resolved them for their satisfactions, generated reports with the key details and submitted to the management review.
- New suppliers development activities by arranging new suppliers training programs

#### **Imports logistics operations:**

- Import Arrival plan and dispatch control based on the daily production plan
- Monitoring logistics partners for on time pick up and dispatch to ensure optimal stock, exports on time vessel connectivity and to control additional cost to TKM
- Monthly bills checking, analysis, report explanation to the management and ensure on time payment to the suppliers
- Risk management during strike condition & other Natural calamities by continuous follow-up with logistics partners to ensure the smooth production at TKM and on time parts delivery for our importers.

#### **Improvements:**

- Developing and maintaining standard work forms such as **Standard operations sheets**
- “0” Line stop by ensuring on time arrival of parts by proper plans.

### **Previous Organization**

Name of the Organization : **Edutel Technologies Private Ltd.**  
Position : **Coordinator/Knowledge Process Executive.**  
Duration : **From January 2011 to May 2012**

### **Responsibilities:**

- ✓ Coordinating with Lectures.
- ✓ Taking Report from Staff.
- ✓ Coordinating with Students.
- ✓ Daily Checking of Mails, Reports and to respond accordingly.
- ✓ Prepare Reports using Excel, Word.
- ✓ Maintaining the Study Materials, Question Papers for PUC, CET, AIEEE.
- ✓ Taking care of Material Documentation.
- ✓ Have occasionally been worked as HR Recruiter

### **Academic Qualifications**

**B.sc** (Computer Science) from Bangalore University with 59%

### **Technical Skills**

M.S Office Word, Excel, MS Power point, MS Access,  
Operating systems Known: Windows Xp, Windows 7  
Knowledge about E-Kanban system & SCP.

### **My Strengths**

Adaptable to any situation.  
Hardworking and Energetic with a positive attitude.  
Able to work in both independent and team environment.

### **Personal Information**

Father's name : Ashok Kumar B.Y.  
Date of Birth : - 20-06-1986  
Marital Status : - Single  
Nationality : - Indian  
Languages Known : - English, Hindi, Kannada & Telugu.

### **Declaration:**

I hereby declare that, the above given particulars are true to the best of my knowledge and belief.

Date:

Place: Bangalore.

Yours Faithfully

NANDINI A.