

Syed Nawaaz Sherief

☎ (91) 8870822322 ✉ syednawaaz@hotmail.com 📍 Alwarthirunagar, Chennai

Career Objective

To be part of a hi-caliber professional team handling challenging assignments, thereby sharpening my professional skills with a rich of more than 3 years experience in supply chain activities

Professional Experience

Procurement Specialist (Dec 2015 – Dec 2018)

Flex Technologies India Pvt Ltd (Project - F5 Networks, GeoTab, IBM, Intel & Avaya)

- Been part of end-to-end procurement process that covers entire purchase to pay workflow cycle.
- Converting Purchase Requests (PR) to Purchase Orders (PO) and thereby monitoring when and whereabouts of all orders placed.
- Weekly tracking and maintenance of OPO schedules in ERP system which in turn gives planning team clear picture for work order creation. This contributes in overall CTB commitment to end customers.
- Effective negotiation and relationship maintained with suppliers to tackle demand upside and short lead-time reschedule-in requirements.
- Request for Quotations and Sourcing knowledge to identify and authorize vendors with better pricing, quality standards and services.
- Track on-time deliveries and report subjective delays to planning team well in advance for effective work-load management.
- Resolving quality issues at workplace through periodic sorting and return to vendor (RTV) process.
- Worked with Program Managers on Engineering / Manufacturing Change Orders for keeping Agile system updated with latest changes, modified either as per Customer or Supplier requirements.
- Good understanding on SMI, VMI, CRP concepts and gained forecast knowledge of each project through it.
- Knowledge on forecast and current market scenario helps me in prioritization of work.
- Resolving blocked invoices on time to avoid credit hold by vendors.
- Buying and selling goods from other FLEX sites which in-turn contributes to FLEX inventory distribution and PPV gain.
- Effective logistics knowledge helps me provide clear instructions to vendors based on Routing guide. This mutually helps in avoiding Non-Compliance and Credit back.
- Worked closely with Engineering and Materials teams to review product updates / modifications. This contributes to my product knowledge and self-planning before working for a shortage.
- Ensure adherence to meet targets set for all Process Metrics (KPI)
- Weekly review of KPI Metrics with immediate Manager to understand developmental areas and subsequent investment on them.

System Exposure

- ERP : Baan IV, V (ERP Tool)
- Analysis Tool : Kin-axis, Pulse Navigation (Overall Process Management)
- Computer Skills : Microsoft Office, Microsoft Outlook

Key Skills & Strength

- Interested in taking up new challenges and have built a strong reputation as "Smart Worker" in my previous organization.
- Good in problem solving, analytical and presentation skills.
- Good in maintaining interpersonal relationships.
- Highly effective motivator with strong written and spoken communication skills
- Perform root-cause analysis to expedite resolution of service and production issues.
- Identify, recommend and implement operational efficiencies to drive continuous improvement in execution of procurement processes.
- Having passion for delivering excellent customer service in cost-effective way.

Educational Qualification

- Completed Under Graduation Engineering in Aeronautical Engineering Course in Adhiyamaan Engineering College, Chennai. 2010-2014 passed out with CGPA 8.03
- Fulfilled my Higher Secondary Education in Sri Krishnaswamy Matric. Hr. Sec. School, Chennai. State Board syllabus with an aggregate of 88% passing out in the year 2010.
- Fulfilled my Secondary Education in Sri Venkateshwara Matric. Hr. Sec. School, Chennai, Matriculation Board syllabus with an aggregate of 78.80% passing out in the year 2008.

Personal Details

Name : Syed Nawaaz Sherief .A
Father's Name : Ajmuldheen .A
Date of birth : 12.06.1993
Gender : Male
Age : 26
Nationality : Indian
Marital Status : Married
Linguistic Abilities : Tamil & English

I, Syed Nawaaz Sherief A do hereby declare that the particulars of information and facts stated above are true and complete to the best of my knowledge and belief.

Place: Chennai
Date : 04.08.2019

Syed Nawaaz Sherief