
MANIVANNAN S

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Summary

Skilled Procurement Manager worked in a dedicated company in south India as a Manager – Production cum sales, CRS (Client Requirement Specialist) with sufficient knowledge of Indoor and Outdoor – Signage, involved directly in the production and manages workflow by supervising the team to deliver the product with best quality in best price.

Education

- **B.E. (Computer Science), PET Engineering College (Anna University), Vallioor.**
- **NEBOSH_IGC (International General Certification) in Safety Management, NIST – Chennai.**
- **IOSH (Occupational Safety and Health Certification), NIST – Chennai.**
- **Certificated for participating HR-Training Program by Voltech HR Service Ltd., Chennai.**

Software Skills

- **OS - Window XP/07/08/10, Compatibility to MAC OS.**
- **Ms – Office (Word, Excel, Power point)**

Machinery Software Knowledge:

- **Onyx _ Hp Latex Printer software.**
- **Digi_Flex software of Konica Solvent Printer.**
- **Laser_cut Exe of Laser machine (Chinese).**
- **Coral Draw software for every cutting machinery.**
- **Graphtech_ Print plot cutting software.**
- **Photoshop_ Knowledge enough check the file quality and make the tile for large format print.**
- **Art-cam software for CNC router machine to check the cutting file error.**

Work Experience an overview:

It was an unexpected start of my career as a Software Junior Analyst at early in HTC Global Pvt. Ltd., Chennai in few months after my completion of Professional Certification in NEBOSH joined in Thermal Power-plant in Andhra Pradesh, South India experienced a wide range of safety knowledge of people working in Height, Heat, Confined space, Machinery and so on after an year I quit the job and joined as a Marketing Executive in a reputed company, Chennai, Tamil Nadu and here my actual Career and work Experience started at the half 2012, with my computer skill – software knowledge and the field work experience bought together and implemented in this Signage field.

Experience: (9-Years: Angel Ads, Chennai)

Over 9-years of Experience in the Signage industry and the career experience are briefed below:

Junior Marketing Executive (June'12 – Jan'13):

As a start to this field, appointed as a Junior Marketing Executive person and gained knowledge about how to analyze the customer need according to the site and helped Senior Marketing person by taking Recce and making corresponding Power-point Presentation.

Senior Marketing Executive (Jan'13 – Dec'14):

Once gained knowledge about the product and client requirement, promoted as a Senior Marketing Executive which in turn gained me a huge execution knowledge about Indoor & Outdoor Signage, started making own creativity, on site client meeting and started to learn about material costing by directly visiting the material dealer / vendor to their door-step.

CRS (Client Requirement Specialists) (Jan'15 – June'15):

It is similar to SME, the difference is the client themselves come to our premises regarding signage, the same explained to them and given corresponding costing from higher range to lower, the date of installation was also committed for my end.

Marketing Manager (June'15 – Dec'15):

With the wide range of knowledge in material as well as in production I was Appointed as Marketing Manager through this designation learnt how to represent in a Corporate Meet and how to make an effective quotation to the corporate clients, documentation, proof of approval and PO, billing methods and correction, and so on, Moreover as a Marketing Manager really gained a huge knowledge about effective client interaction and material knowledge.

Production Manager (Jan'16 – Jun'17):

In order to gain further knowledge in printing I personally requested to give the posting of Production Manager, during this year I learned to operate large format printing machines from Konica Headed BNZ Solvent Printing machine to HP Latex Printing, but I didn't get the chance to learn about UV-Print head Machines, at the end of the year it was fully loaded in my experience about type of printing, type of media to used, the properties of each printing media and also their effective pricing.

Not only Learnt about printing, I also had work experience in Laser Cutting, Graphtec Vinyl Cutting and Plotting, which gave me a better knowledge in Acrylic work signage and directly involved in LED Board signage work learnt around every nook and corner of the LED Board assembly and I can effectively manage the number LED modules and their corresponding DC Supplies to be used for a project, so both Printing and Signage making are well stuffed into me.

I also involved in learning about POS, POV display board and gained a knowledge about its mechanism not directly made gave an suggestion and done by experts which was succeed, and other type of event branding like Tents, umbrellas, etc which also organized by me through 3rd party dealer which was added profit to our company.

In later of Oct'18 I also learnt the use of Liquid Acrylic Resin Letter signage by an Chinese company which was directly manufacturing the product in South India with their machineries, regarding the production flow from die casting to LED module placement and sealing off.

Procurement Manager (July'17 and continues):

With Experience and Knowledge packed person, seated as a Procurement Manager in the same company at the start of 2019 to still date, faced many clients from local enquiries to corporate requirements personally and learned to understand their need and expectation from start to end, gave the corresponding quotation in quality wise and cost wise. We also followed an internal software procedure to make the work order, it was followed by every department in production as well as in finance, and the responsibility are as follows,

- **Develop and maintain knowledge of product domain in which they operate including market dynamics product life cycles.**
- **Work closely with internal business partners to understand their requirements, mapping these two strategy driving agenda.**
- **Develop procurement plans appropriate to their product and services deliver maximum commercial advantage to include selection and application of appropriate procurement processes for a particular product or service.**
- **Negotiate appropriate commercial and contractual arrangements with suppliers and for all products services in their control, including loading information onto appropriate systems.**
- **Manage their supply base to make sure delivery against contractual and commercial commitments and - in contract - supplier performance ensure business benefit is realized.**
- **Co-ordinated with the Production team and made an excellent team-work in a perfect manner in stressful situation.**
- **Take personal ownership for utilization of contracts, ensuring order channel strategy enables internal business partners to order items efficiently contracts reflect customer requirements for their duration.**
- **Streamline supply chain processes on behalf of business partners, pro-actively seeking out and owning process efficiencies within end to end supply chains to increase their efficiency effectiveness.**
- **Lead domain teams to define the appropriate approach to market, the optimum commercial models supplier relationships for a product/service or element of a domain.**
- **Manage the team within budget parameters.**

- **Monitoring the daily work order flow in priority wise from purchase to production and completion.**
- **Co-ordinate with marketing team regarding the leads for the past and upcoming client meet and renee.**
- **Cross check with the renee and client before approval for production.**

- **Co-ordinate with finance team regarding the purchase order, pending bills and material purchase.**
- **Co-ordinate with production team about the work flow, material requirement, current status and time of delivery (as per schedule).**
- **Cross check the material stock randomly in order have an idea of whether to purchase stock or replacement of defect, similar**
- **Conduct a monthly meeting with the labor in order to find the work flow difficulties inside the factory as well as on site problems to provide better work flow from their opinion.**
- **Contact a monthly meeting with Marketing, Finance and Production corresponding to discuss about further enhancement of the company in material wise, production wise, machinery wise last but not least billing wise follow up.**
- **Since I have safety knowledge, I will be very much strict in safety precautions as well in production and on-site installation.**
- **Regular follow up with the client regarding their pending order conformation and their post order conformation.**
- **24x7 full time mobile phone response will be given to client and our team.**
- **Arrange for an outsource labor (3rd party labor) in case of emergency to complete the work.**

Our Respective Clients which I had managed since:

- **Hatsun Agro Products Ltd (Ibaco ice creams, Arokiya milk and products, Arun Ice creams, Hatsun Dairy, Oyalo Pizzas).**
- **Sangeetha Mobiles Pvt Ltd (Leading mobile showroom of India)**
- **HR Jhonson Tile and Bathroom Pvt Ltd.**
- **Derby Clothing Pvt. Ltd.**
- **NITCO Tiles Pvt Ltd.**
- **Kingfa Science and technology.**
- **Zoller India (India Branch - Germany based company)**
- **Fuji_Film Pvt. Ltd.**
- **Vivo Mobile (Fangs Technology Pvt. Ltd.)**
- **Oppo Mobile Pvt Ltd.**
- **Huawei – Tamil Nadu branch**
- **Motorola – Mobiles**
- **Southern Railway – (State Government).**

Our Major Agencies which I had managed since:

- **At @ At Entertainment Pvt. Ltd. (an US partner concern)**
- **Tricolor Marketing Solution Pvt. Ltd. (Branding dealer for Yamaha events and activities, Bislary waters, Preethi - powered by Phillips, Metropolis Hospital, Global hospitals, Godrej Security systems)**
- **Sign In (Branding Dealer for Amazon, Maersk Global Trading company, Velloxix, Mondelez (Sri city – South India), Dell, Lanson and Toubro (Chennai), Caterpillar – south India,so on.)**
- **Chennai Interiors and Exterior – a ventures of Saint Gobain Glasses – supports directly for Signage branding in an International and Domestic Airport of Chennai, an central government of India work.**
- **Ad India Pvt. Ltd. (Kurlon Mattress).**

These are some of the major Corporate and Direct agency clients of our company, which was handled, coordinated and followed by me. There are tons of sub-agencies which are serviced by our company which was also followed with my authority.

Selective Skills:

- **Strong understanding knowledge.**
- **Ability to manage multi-task in industry.**
- **Ability to provide key ideas regarding branding and production**
- **Easily adopt to the environment.**
- **Interpersonal Skill.**
- **Management Skill – Leadership and risk assessment.**
- **Safety Analyst.**
- **Labor Management Skill.**
- **Outsource Vendor Management.**
- **Material Stocking.**

My Motto Mantra:

“Don’t Let Yesterday Take Up Too Much Of Today.”

Personal Details:

Name : Manivannan Santhakumar
Sex : Male
Birth Place : Chennai, Tamil Nadu, India.
Marital Status : Married.
Spouse Name : Sahaya Juli
Current Address : No. 65, Rc- Regency, B3 3rd Floor, Siruvallur road, Perambur, Chennai – 600 011, Tamil Nadu, India.
Permanent Address : 66, Middle Street, Chembadu, Valliyamalpuram (PO), Vallioor (Via), Tirunelveli (Dis) Rural – 627 117, Tamil Nadu, India.
Passport : V0648884 (Valid thru-2032).
Father Name : (Late) Santhakumar Srinivasan.
Mother Name : Venkateswari Santhakumar.
Language Known : English, Tamil, Hindi.
Annual Income : Rs. 12Lacs INR P.A. (Excluding Incentives).

Declaration:

I hereby declare that all above mentioned information is in accordance with fact or truth up to my knowledge with experience and I bear the responsibilities for the correctness of the above mentioned particulars.

Place : Chennai.

Signature

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