

# MATHAN M

## PROCUREMENT AND SUPPLY CHAIN PROFESSIONAL

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### SUMMARY

Highly organized and detail oriented Procurement Buyer and supply chain professional with over 2.3 year of experience in procurement , supply chain management and logistics operations. Demonstrated expertise in Vendor management , Purchase order processing and maintaining Accurate inventory records.Managing logistics processes to ensure efficient movement of goods, timely deliveries and accurate inventory tracking. Proven ability to analyze operational workflows, identify bottle necks and implementing improvements that reduce cost and enhance performance

### EDUCATION

DEVANGA HIGH SCHOOL  
HSC

2015 - 2017

SRI KRISHNA ADITHYA COLLEGE  
B.com(CA)

2017 - 2020

### DOMAINS

- Supplychain
- Procure to Pay
- Inventory management
- Logistics
- Supplier Management
- Control, Risk & Reporting
- Trade compliance & Regulatory

### SKILL

- Inventory and Warehouse Management
- Logistics Management
- Procure - to - Pay
- PO Management
- Data Analysis and Reporting
- Excess Transfer Analysis
- Problem Solving and Critical Thinking
- Warehouse Variant Management
- International Trade Compliance Regulatory
- Non Simi Management
- Order Fulfillment
- Team Leadership
- Strong Communication

### WORK EXPERIENCE

2023 MAR - 2025 JUNE

#### GEP SOLUTIONS., COIMBATORE As PROCESS ASSOCIATE

##### Procurement Management & Operations :

- Manage global procurement processes through digital platforms, ensuring seamless end-to-end purchasing operations.
- Prepare and issue purchase orders while maintaining accurate replenishment methods using internal procurement tools.
- Serve as the liaison between factory personnel and global suppliers to foster strong working relationships.
- Handle expedite and service tickets in response to factory user demand, ensuring timely resolution.
- Conduct daily follow-ups on open purchase orders to maintain supply chain efficiency.
- Process bulk updates related to buyer codes, stockroom assignments, GL codes, replenishment parameters, and lead times.
- Execute inter company transfers to support cost optimization strategies.
- Communicate regularly with international suppliers via phone and email to align procurement needs.
- Ran Disciplined and working group meetings with targeted agendas and Documentation next actions, ensuring effective communication and follow-up global stakeholders and suppliers; compile and present updates and action plans.

##### Logistics Operation

- Responsible for Fulfilling logistics requirements and end to end supply chain needs for Intel's Direct and indirect semiconductor manufacturing parts.
- Creating Shipping Memo with 100% accurate data provided by Material program managers, Buyers , Factory Engineers. Intimating warehouse to process the shipment and tracking the shipment completely throughout delivery.

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## TECHNICALLY SKILL

- SAP
- Power BI
- Service Now
- Microsoft Excel
- Microsoft Power Point
- Microsoft Word
- Fetch Tool
- inventory Tools

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## LANGUAGES

- English – Speak and Write
  - Tamil – speak and write
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- Prepared to execute shipments with immediate requests like Expedite , Machine down , Next Flight out and Ad hoc.
- Reporting / Processing / maintaining Repairable and Excess transfers shipments and precise followups daily.
- Ensured timely ordering , tracking and delivery of products to adhere to agreed Service level agreements (SLA)
- Analyzing and reporting accurate GR / IR data to avoid payment delays to suppliers by simultaneously working with PO Management team and GR IR Invoice clearance Team.
- Determining the Gaps between technical requirements and product functionality and defineworkable solutions to bridge gaps including Damaged / Shortage / overage / Wrong shipments to warehouse from suppliers ,taking necessary steps and keep records accurate.

## ACHIEVEMENTS

- Achieved 13 million dollars in cost savings by maintaining (EST) Excess stock transfers in FY 2024.
- Over 2500+ Failed / Warranty/Analysis / Repair parts returned and maintained accurate trackings.
- Over 5000+ Shipments across globe initiated and processed in timely manner.
- Successfully managed logistics requirements for multiple regions including Asia pacific , North America, south america , Europe , Middle East warehouse and factories.
- Identified process obstacles and collaborated with client teams to design and implement a **tool called LIMA LOGIC TOOL for optimizing process flow. Reduced manual effort by 40%**

## DECLARATION

I hereby declare that the information provided in this resume is true and accurate to the best of my knowledge

**YOUR SINCERELY**  
**MATHAN M**