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## ASSISTANT MANAGER

### Key Areas:

(Raw material Sourcing, Supplier Management, Price negotiation, Procurement Management, Purchase Management)

### OBJECTIVES

Looking for a challenging role in a reputable organization to utilize my technical, database, and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in Sourcing / Procurement / Purchase / Supply Chain Management.

### PROFILE SUMMARY:

- Having good experience in the field of Sourcing, Procurement / Purchasing of Electrical & Electronic Components, Vendor Development and Strategic Material Sourcing of all types of Active and passive devices such as Diodes, transistors, resistors, thick film resistor networks, Semiconductors, all type of PCBs(Single layer & Multi layer), Connectors, LED's, LCD's, TFT Displays, Crystals, Reed relays and Switches, Control relays, MCBS, Add on blocks, Wires (PVC, FRLS & FR), Control Switches, Terminals, Batteries, Invertors, Filters, Panels, all kind of measuring Instruments, Siren, Buzzers, Transformers and Coils, DC Motors, Ele. Capacitors, Ceramic Capacitors, Py. Est Capacitors, MOV, Presets, Consumables, Etc...)
- Achievement-oriented professional with a track record of planning for raw materials, considering the lead time & consumption pattern forecasting, Ensuring timely escalation of disputes on Placement of PO and so on.
- Good experience in handling & reviewing of buyer's KPI(Weekly OPOR, PD, UC, Escalations, De-commits, RTV, MRB, Pull in, Push Out & Cancellation), Scheduling calls with supplier, Attending review meeting with Managers and Customers.
- Good Experience in handling of Domestic & Overseas Vendors/Customers.
- Good Experience in Raw material costing & full BOM material costing preparation for Turnkey & Job work projects.

## PROFESSIONAL EXPERIENCE

### TESCOM INDIA PVT LTD., BANGALORE

Since Sep 2023

#### Assistant Manager – Sourcing & Procurement (Domestic and International Sourcing)

##### Responsibilities:

- Handling a team of 6+ Buyers.
- Sourcing the materials as per the project requirements,
- Sending forecast to suppliers, Requesting RFQ, Price negotiation & selection.
- Approving purchase orders, organizing and confirming delivery of goods and services & preparing procurement reports.
- Effective people/interpersonal skills to work with Multiple project teams.
- Efficient organization and multi-tasking skills to manage various projects simultaneously, multi-tasking and time-management skills, with the ability to prioritize tasks.
- Work on shortage management with buyers, provide assistance in resolving Accounts Payable, warehouse and RTV challenges, follow-up to ensure PO's are placed on time, there are no past due orders, work on POAN action items.
- Ensure there are no Production line down situations
- Ensure adherence to targets set for all Process Metrics
- Perform Quarterly / Annual performance appraisals for the team members
- Ensure timely generation and circulation of reports / dashboards
- Handle escalations if any, and escalate matters requiring the senior management's attention on a timely basis
- Perform root cause analysis to expedite the resolution of service issues.
- Identify, recommend, and implement operational efficiencies to drive continuous improvement in the execution of procurement processes.
- Ensure detailed process documentation in place for training new employees coming onboard.
- Schedule regular calls with Suppliers and drive supplier performance improvement.
- Daily KPI, huddle and dashboard review.
- Host Weekly/Bi monthly Calls with relevant key Customers.

**FLEXTRONICS TECHNOLOGIES (I) PVT LTD., CHENNAI**

June 2013 – June 2021

**Global Procurement Specialist – SCM VERTICAL- GBS (US, EUROPE, CHINA, TAIWAN, SINGAPORE supplier & Ect.,)****Responsibilities:**

- Timely issuance of POs to Vendors, follow-up for order confirmation and co-ordination for on time payment to suppliers
- Coordinating with vendors for actual delivery status of material
- On time completion of Open Purchase Order Report and Shortage Report for review
- Working on Pull in, push out & Cancellation as per the MRP report and achieving the KPI Targets.
- To efficiently and accurately execute core procurement processes for assigned products.
- To meet or exceed desired service levels and inventory targets as defined for the products assigned, validated through procurement metrics
- Coordinate with Internal Business Partner (requestor) and Supplier for Purchase Order Changes
- Select supplier for placing new orders in accordance with approved Purchasing strategies
- Managing supplier's database
- To identify, recommend, and implement operational efficiencies to drive continuous improvement in the execution of procurement process.
- Perform root cause analysis to expedite the resolution of service issues.
- Prepare Customized reports for analyzing and incorporating improvements in processes.
- Co-ordinate and follow through on urgent receive, past dues Management and resolving receiving challenges.

**CORAMANDEL ELECTRONICS, CHENNAI**

July 2011 – June 2013

**Purchase Executive – SCM VERTICAL (Domestic and International Sources)****Responsibilities:**

- Procuring the materials from the vendors as per the projection.
- Negotiate the price and finalize the costing.
- Raising and creating the purchase orders, vendor details, material details and quality.
- Based on increase in capacity, Developing the materials from new vendors as per the company process.
- Involves in technical review of drawing and align with Product development team and quality.
- To develop the materials as per customer requirements.
- Proactively works with suppliers to monitor status of purchase orders and facilitate expediting activities when needed to meet customer requirements.
- Collaborates with various functional teams and with internal customers, and effectively communicate order status in a clear and timely manner, including improvement/delays in delivery from suppliers.

**CONTINENTAL AUTOMOTIVE, BANGALORE.**

Apr 2008 –June 2011

**Junior Production Engg– EMS(SMT & PTH) PCB Manufacturing****Responsibilities:**

- Supervise production line operation in accordance with plant policies and procedure
- Operate within standard operating procedures (SOPs), Job safety Analysis (JSAs) and Communicate with other supervisors
- Preparing Daily production report and weekly plan to get material from Store in priority wise
- Maintaining complete shift operations as desired for smooth functioning operation and for all the businesses
- Deftly Work on the continuous improvement of the process to achieve the targeted yield, cycle time and cost reduction goals
- Make adjustments as necessary during shift to achieve targets & Goals, within specifications
- Possess sound Knowledge in (DMAIC Method) & experience LEAN Manufacturing
- Trained in the profile system of Reflow and wave soldering for lead free/leaded solder paste.
- Also having program knowledge in All SMT M/Cs (Solder Paste Printer, P&P, Reflow, Post & Pre reflow, AOI, Wave Soldering & Selective Soldering).

**HCL TECHNOLOGIES, CHENNAI.**

Aug 2007 –Apr 2008

**Associate Member Technical Staff -Production– EMS (SMT & PTH) PCB Manufacturing****Responsibilities:**

- Reviewing all the customer documents, Bill of Materials, Assembly drawing, Gerber.
- Accountable for NPI, Process, ECN, yield and Identifying the bottle neck process stage and equalize the cycle time for all assembly stages.
- Preparing Work Instruction, Process flow documents, procedures & providing training to operators at supplier endand implementing Kaizen, 5S techniques, Poke Yoke (mistake proofing) systems.
- Analyzing the Process & part failures and take corrective & preventive action (CAPA) by working with internal team & Suppliers.
- Reducing the manufacturing cost & time of the Product, by identifying & eliminating Non-value added activities for the continual improvements.

- Responsible for Defining new manufacturing process setup, by defining assembly process stages, selecting right tools & machines.

### **SELECTED HIGHLIGHTS & CONTRIBUTIONS:**

- Got the Platinum Award for achieving 89% of the pull in & cancellation success in the year 2014.
- Recipient of "Highest Suggestion of the Month Award" in 2010.
- Acknowledged by the top management for developing the component storage rack layout to equalize the stage cycle time and eliminate Non-Value added activities; which increased 35% productivity in 2010.
- Improvement-driven professional took initiatives for enhancing Reflow Yield Improvement from 0% - 100% in QFP component for OSP finish PCB by modifying the stencil apertures as reverse bottle neck design in 2009.

### **TECHNICAL TOOLS:**

<b>BUSINESS SW</b>	: SAP ERP, BAAN V & CITRIX –Forth shift software & Roadmap ERP.
<b>COMPUTER</b>	: MS OFFICE(Word, Excel & Power point).
<b>QUALITY TOOLS</b>	: KAIZEN, FMEA, TQM, SIX SIGMA-Basic Level, 7QC, POKE-YOKE, 5S, PDCA, DMAIC, 8D & JIT.
<b>M/C KNOWLEDGE</b>	: All SMT & PTH M/Cs (Solder Paste Printer, P&P, Reflow, Post & Pre reflow, AOI, Wave& Selective soldering.
<b>STANDARD</b>	: Quality standard of ISO 9001 and 14001 & IPC-610 D.

### **EDUCATIONAL QUALIFICATION:**

- MBA - Master of Business Administration (Marketing & Operation)-(7.11(GPA)) // 2013-2015.
- B.Tech – Bachelor of Electronics & Communication Engineering-(72.20%) // 2004-2007.
- DECE - Diploma in Electronics & Communication Engineering-(81.50%) //2002-2004.
- HIGHER SECONDARY (+2) - (83%) //2001-2002
- Class X - (88%) //1999-2000.

### **PERSONAL INFORMATION:**

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