Total years of Experience: 5+ years - [First 2 - years with TATA Consultancy Services – India- Chennai] [Next 2 - years with Hewlett Packard - India-Chennai] [Next 1 year and 4 months - with Accenture - India-Chennai] [Next 1 year and 4 months with Sunrise and co company – Kaki Bukitt-Singapore]

<u>Skill</u> : **Having Knowledge in Supply Chain Management, Inventory management, Material Planning, Procurement, SAP (MM Frontend), ERP**

<u>Career Objective:</u>

To take a challenging role and be a striving personality, adapting to the needs of the company with great efficiency and to exhibit my talent in a challenging environment.

<u>Educational Qualification: -</u>

Bsc computer science - 2009

<u>Work Experience: : Sunrise and Co [Singapore - Kaki Bukit Cres][April - 3rd - 2017 till Aug-2018]</u>

- Worked as Logistics associate for sports goods in Sunrise and Co Singapore from April –3- 2017 Aug-2018.. Job function involves N to N Logistics operations

<u>Roles:</u>

- ❖ Working as logistics operations associate taking care of both import and export of sports goods with the help of packers.
- ❖ Preparing sales orders and taking care of allocation to packers and also taking care of delivery orders (Local and Export)
- ❖ Prioritizing the orders according to the urgency and having a track on the completion of the same.
- ❖ Material planning based on production requirement.
- ❖ Plan and manage inventory at optimal level
- ❖ Monitor production schedule to meet on-time deliver.
- ❖ Proactively able to communicate and work closely with internal

customers, packers, purchasing team and sub-contractors, vendors regularly on timely basis.

- ❖ Be proactive in updating in case of any shortage to the sales team internal customers so that they can replace as per the external customer orders.
- ❖ Inform the completion of orders on time through emails and phone calls to the respective person who is the owner of the order.
- ❖ Deliver the appropriate goods to the internal customer with proper documentation who is in tern delivers to the external customers.
- ❖ Being alert in concentrating for the next day deliveries of orders with proper documentation.
- ❖ Maintaining all the documentation and updating of the orders in – inbuilt tool called WMS – Warehouse management system.

- ❖ Responsible for the transfer of goods with in branches of the same company and maintaining track and records of the same.
- ❖ Receive the goods and update the same details into system and maintain the track with GI numbers as record.

- ❖ Responsible for the Documentation of the store return goods through internal and external customers.

- ❖ Responsible for delivering the goods through courier with DHL TNT UPS with maintaining proper shipping documents both on the goods and for the office copies for reference.
- ❖ Taking care of stock check and stock updation and maintaining both physical and system database to tally.
- ❖ Completely working on database inbuilt tool called WMS – Warehouse Management system to be both physical and system to be on one line transparent.
- ❖ Frequent follow ups on delivering of goods on a timely manner.
- ❖ Preparing reports on weekly and monthly basis for the goods not delivered after packing and frequent follow ups with the person requested from sales team.

Work Experience: :   Accenture - INDIA - Chennai [1 Year and 4 months latest]

- ● Worked as Senior Procurement Operations Associate for the Client Pratt and Whitney Canada in Accenture from April –15- 2015 to August - 10 - 2016. Job function involves N to N Supply Chain Operations – As Senior Material Buyer for Aircraft engine.

Roles:
- ❖ Was working as **Material Buyer** for **Pratt & Whitney Canada**.
- ❖ Responsible for procuring the parts for Value Streams – Casting from the supplier **on**

- **time** to build the **aircraft engine**.
- Handling **6 suppliers** currently from **USA and Canada**.
- All the Purchase Order has been placed by analyzing the Purchase Requisitions which popped up as per the requirement.
- Communicate with supplier for **price negotiations**.
- Involving in actioning Exception Messages such as Pull in and Push out as per the lead time based on demand.
- Involving in receiving **Quote (RFQ)** from the supplier and sourcing them.
- Once the supplier gets sourced, I am responsible for creating contract through Master Data.
- Having good experience in working with **SAP (MM)**.
- Identifying the **root cause** for the delay of parts from supplier **i.e., Root Cause and Criticality Analysis (RCCA)**.
- Involved in **Customer Relationship Management** to satisfy the customer needs.
- Having knowledge in analysing **inventory**.
- Applied **FMEA and FTA techniques** to find the **criticality** and **severity** level of the parts which gets delayed.
- Evaluating vendor performance based on **PQD (Product/ Quality/ Delivery)** for higher quality of services from vendor (Supplier Gold).
- Retaining/ deleting of vendors based on vendor performance evaluation.
- Daily review Meeting with team for work allocation and lead weekly **KPI (Key Performance Indicator)** call for representing Accenture to Client.
- Intimating Master Data team to raise Indent for renewal of Contracts.
- **Renewing contracts** within due date.
- Introducing new vendors for healthy competition based on **RFQ** submitted.
- Negotiating with vendors for the best possible pricing.
- Proactive updates to user on delivery/ services (Delivery Assurance) to meet project deadlines.
- Verification of Payment claim form based on PO and Invoice.
- Liaison with finance team and ensure timely release of payments.
- Obtaining payment details from Finance and **reconciling** with vendors.
- Arranging MIS report as per Management requirement.
- Selling of scrap and e-waste material by having negotiations with supplier and/or other Finished Parts.
- Responsible to return the parts in case of any damage or discrepancies in the received casting materials.
- Review POs release which are not executed completely.
- Involving with Production Schedule team as **SUPPLY PLANNER** to identify the increase or decrease in order as per the forecast and/or sudden change through MRP.
- Frequent follow up with the logistics team for the case of **Drop Shipment.**
- Following up with the Material Flow (end to end) from supplier till it reaches us. So responsible for **clearing parts in Problem on Dock or any Customs clearance**

ACHIEVEMENTS

- I have placed ideas for minimizing the manual waiting time for scrap confirmation.
- I have placed idea in minimizing the manual time while handling huge volume actioning the Pull in and Push out of orders that are outside lead-time of the parts.
- I have created SOP – standard operating procedure in working with inbuilt tool called XRM – Extended relationship management for the shortage parts.
- I have won best initiatives award from the team leader and won reward points.
- I have been selected as quality auditor for handling the inbuilt tool – XRM.
- I will be responsible to review the process on daily basis in a common forum , do a brainstorming session for each shortage parts.
- Maintaining 100% Accuracy and TAT from my date of joining
- Received many (Verbal and E-Mail) appreciation in various forums.
- Best one to highlight would be – "You spread positivity in all ways of communication" from one of my supplier.

Work Experience: Hewlett Packard - INDIA - Chennai [2 - years]

❖ Worked as Procurement Ops Associate in HP from November – 2011 to November -- 2013. Job function involves Supply Chain Operations/Procurement Operations Lease Management Reconciliation for Software License Management in specific and Order Management of Software, Hardware and services. It involves Escalation Management, Client Interaction, Vendor Management, Daily Report generation and Database Management.

Roles:

- Managing orders of direct value vendor in EMEA region and responsible right from order creation to shipment of order.

- Working in Order management which deals with Value Direct partners and sending backlog reports based on the status of shipment schedule of the partner's orders

- Overseeing validation and updation of escalations in Order Management Tool on Daily basis.

- Arranging Express Shipment for urgent Orders through TNT Express and Cancellation of Orders on Front End request.
- Clearing the Blocking code (technical issue, product hold issue, configuration issue) by contacting availability team and sap team to release the block.

- Contacting factory and Cancelling the PO's as per front end request within TAT

- Executing weekly Conference Call with the Customer Service Representative and Direct Order Manager.

- Handling Mail box queries within TAT.

- Creating and maintaining product reservations for priority customer based on the forecast by contacting Factory.

- Executing item split as per Delivery issue.

- Pure Supply chain activities for procurement including Logistics coordination.

- Coordinate between front end and factory to process the orders asap

- Scrutinizing the purchase requisition, raising purchase order in SAP.

- Creating purchase order in SAP from purchase requisition, following up for data sheet, getting approval from management in reasonable time and placing with Vendor.

- Establishing good working relationships with vendors; discussing and resolving problems regarding delayed delivery dates.

- Checking prices and approving invoices on the purchase orders; scheduling delivery dates and following up on delayed deliveries.

- Following with vendors for timely deliveries, release schedules.

- Handle responsibilities of identifying, locating, obtaining and arranging shipment of requested products.

- Working with AP team and IR team for the payment related queries.

- Follow up for the past dues with vendors on weekly basis, to enable proper flow of materials.

- Converting the Purchase reqs to PO

- Amending the Price changes and delivery changes according to the

requirements.

ACHIEVEMENTS

- Have prepared captivate for our process which involves in maintaining the software license and its details.
- Prepared document which involves all the changes, information, process updates, when I underwent face to face client training.
- Have been an active member in all the cultural and team activity like bay decoration, Dance performance, sports, cookery contest, and process collage.
- Have been responsible in transferring knowledge to the new members who joins our team.
- Have hosted the client calls and have been active member in getting information and discussing the queries.

Application skills:

- Have worked and gained experience in SAP, PO Vault, and Smart buy for performing Report Extraction and PO search.
- Have working experience in Asset center, Asset manager and MS-office.

Work Experience: :   Tata Consultancy Services -INDIA - Chennai [2- Years]

❖ Worked as Process Associate in Tata Consultancy Service Limited from August-2009 to October 2011.

Roles:

- Have to deal with US based clients.
- Preparing reports to the clients based on their needs for they payment history.
- In a part of AC Nielsen (Report Services) team to provide survey about the client business with CY and PY analysis report.
- Dealing with more than 20 clients per month.
- Mail handling and solving the CSR and Clients queries.
- Maintaining timely delivery reports.
- Have to automate the work by initiating macros and to eliminate the unwanted procedures.
- Have to analyze about the repot and suggest for the business improvements.

ACHIEVEMENTS

- Maintaining 100% Accuracy and TAT from my date of joining
- I have been elected as MR – COP [Market Research – Community of practice]. My role is to lead and host many activities, cascade and pull out nominations and make the activities effective and interesting.
- Pat on the Back Award from the Team Lead.
- Received (Verbal and E-Mail) appreciation in various forums.
- I am responsible for maintaining daily status of the team by presenting it in a star shaped diagram with colors filed, which is very helpful in maintaining healthy competition within team.

Personal Skills:

- ❖ Hard working, sincere & goal oriented.
- ❖ Good communication & Organization skills.
- ❖ Eager to learn & face challenges with confidence.
- ❖ Effective Team player.

Personal Details