

MANISH KUMAR SHRIVASTAV

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To contribute towards the growth of the organization by achieving specific goals, in accordance to the ethics and core discipline of the Organization.

Synopsis

- ☞ Diploma in Material Management and BBA with nearly 13 years of experience in the areas of Supply Chain, Buyer, Procurement, Purchase, Order Management, Inventory Control and Vendor Mgmt etc.
- ☞ Identifying the business opportunities, doing market study & research, contract management, negotiation and provides the best cost effective solutions to businesses & timely delivery of Hardware, Software, Licensing & Service expediting from various vendors. (Located in US, Europe, China & India).
- ☞ Excels in fast paced environment as well as in supervising and motivating team to increase productivity and company profitability. Committed to excellence, works well independently and as a team player.

Employment Details

- ❖ **Zones Corporate Solutions Pvt. Ltd.,** Noida (Zones, Inc., WA, USA)
- ❖ **Supply Chain Specialist (Purchasing Operations) :-** (Feb' 2008 – Nov' 2017)

Key Responsibilities: (i) Associate Buyer

- 1) Responsible for Global procurement of IT related products (**Hardware, Software, Licensing & Services**) from OEM and other sources to buy & expedite functions from floating of inquiries till receipt of materials and maintain stock inventory levels within approved guidelines.
- 2) Drafting the purchase order (PR), RFQ, RFP, Outline Agreement– Scheduling, Contracts Agreement in ERP and take approval of concerned department & individual till the finalization of our PO.
- 3) Constantly being in touch with Channel and Account Managers of various organizations like Apple, Adobe, Dell, HP, CISCO, Microsoft etc. to get the current cost & availability of items sold by Zones.
- 4) Execute and manage SPA (Special Price Agreement) case requests as necessary to ensure prompt and complete order and PO placement.
- 5) Attending Weekly calls and meetings with clients. Maintain sales orders report and vendor master database to facilitate order processing.

Key Responsibilities: (ii) Order Expediting Specialist

- 1) Execute and manage manual dropship and EDI orders (Hardware and Software) with vendors as necessary to ensure prompt order-fulfillment with vendors, shipping carriers, Buyers and other company departments as required.
- 2) Responsible for EDI Purchase Order Rejected (855) issues. Special Price Agreement, Cost approval, cancellation and Re-Drop Purchase Order with alternate source.
- 3) Managed all pending backorders, Out of Stock and End of life (EOL) product cases and try to expedite order-fulfillment as well as providing alternate solutions to the clients wherever need be.
- 4) Tracking shipments and ensuring the same getting delivered to the customer timely without any escalation & getting the same updated to the sales team through OMS cases to meet SLA.
- 5) Responsible for MIS reporting such as ageing PO, discontinued products, PO acknowledgement, schedule change report for further use of the management.

Achievements:

- Successfully managed operations with maximum target achieved.
- Worked with more than 100 Vendors as well as achieved the company target of \$1.3 Billion.
- Maintained the record for 98% uptime with strategic planning.

- ❖ **Wipro Limited**, on behalf of Chipsoft Technology Pvt. Ltd, Gurgaon
- ❖ **Stores Executive (Asset Management)** (Aug'06 – Jan'08)

Key Responsibilities:

- 1) Ensured service level of spares for 16 support stores across country and worked as One Point of Contact for all escalations for IT Asset / Spares related issue.
- 2) Maintained the stock of material without any variance by conducting perpetual monthly stock physical verification and documentation day-to-day basis for In-Out material using Excel & Inventory Control software.
- 3) Coordinated with Service Delivery Managers and Service Delivery Head of PC services for resolving issues related to Logistics & process of Asset requirement.
- 4) Managed timely procurement, sourcing of new vendors & products, price negotiation and delivery schedule by coordinating with HO Bangalore, Logistics & Purchase team.

- ❖ **eOfficePlanet India Pvt. Ltd**, New Delhi
- ❖ **Procurement Executive** (Mar'06 – July'06)

Key Responsibilities:

- 1) Managed local purchase and resolved the shortage of IT Products, Office Stationary, Electronic Consumable & Pantry products to privileged & high priority customers within an SLA of 48 hours.
- 2) Worked on weekly fund requirement and procurement planning of materials according to e-Procurement software & store inventory.

- ❖ **Intex Technologies (India) Ltd**, New Delhi
- ❖ **Purchase Assistant (Planning)** (Feb'05 – Mar'06)

Key Responsibilities:

Purchase Planning & Controls, Purchase Indents, Shipment Plan, MIS and Inventory Reports.

Academic Credentials

- ☞ Pursuing Master of Business Administration in International Business from Amity University, Noida.
- ☞ Bachelor of Business Administration (BBA) from Amity University, Noida.
- ☞ One Year Specialized Diploma in Material Management from IMT, Ghaziabad.
- ☞ One Year Advance Diploma in Software Technology (ADST) from ECIL-BDPS, Delhi.
- ☞ Graduation in Humanities from Delhi University, Distance Learning, Delhi.

Computer Skills

Microsoft Dynamics AX 2012	HP Ecometry	Content Manager	ZAC Module
Microsoft Dynamics CRM 2015	e-Procurement System	e-Sourcing System	ERP System
MS Office, MS Access	Linux Open Office	MS Outlook	e-Asset Module

Achievements

- ☞ Worked as a part of the team that won Quarter Award in 2016 from Zones.
- ☞ Received Five Star Performers Certificate in 2008, 2011, 2013, 2015, 2016 & 2017 from Zones.

Personal Dossier

Date of Birth : 25th March, 1981

Languages Known : English, Hindi and Bengali

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