

# POOJA KUMARI

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## Career Intention:

Automotive design, development & procurement manager seeking career opportunity in strategic sourcing & procurement in an organisation which offers opportunities to learn, serve & grow.

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## Skills

Over 7 years of experience in procurement of heavy machines and equipment in the field of Automotive Manufacturing.

- Good experience in tendering projects, vendor scrutinization, finalization and identifying new suppliers based on production requirements
  - Co-ordinating with Suppliers for RFQ of required parts and ensuring proper conclusion of RFQ in time.
  - Supplier questionnaire documentation and NDA sign off with new suppliers.
  - Hands on experience in 2D and 3D part designing software (**UG-NX 9&11, AUTO-CAD**)
  - Knowledge of Procurement managements software (**3D EXPERIENCE ENOVIA & SAP ARIBA**)
  - Implementation for all design concerns, related to Cylinder Head dies.
  - Localized vendor development for cost reduction
  - Good Negotiation Skill for **Procurement of machineries & Automotive parts.**
  - An effective Communicator with excellent Problem Solving, Supplier management, Interpersonal and Presentation skills.
  - Problem solving through Root Cause Analysis, Countermeasure Identification
  - Concern resolution based on Time, Quality, Cost, Delivery and Performance targets.
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## Core Competencies

**Software Known:** 3D EXPERIENCE ENOVIA, SAP ARIBA, UG-NX 9&11, AUTOCAD, MAGMASOFT, DATAPAQ Insight Furnace, GOM Inspect.

**Problem Solving Tools Known:** Quality control tools like Fault Tree Analysis, DFMEA, TQM, QC Story, 7 QC tools, Why-Why Analysis, 5S, Fault Tree Analysis (FTA), Fish Bone Diagram, etc.

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## Professional Experience

**Maruti Suzuki India Limited (Assistant Manager): Nov 2014 to Present**

### Projects Delivered:

1. Cylinder Head Manufacturing setup of Maruti Suzuki 1.5 L Petrol Engines (**K15B & K15C**) :
2. Cylinder Head Manufacturing setup of Maruti Suzuki 1.2 L Petrol Engine (**G12B**)
3. Cylinder Head Manufacturing setup of Maruti Suzuki 1.0 L Petrol Engine (**K10B & K10C**)

### Work Description: (Procurement)

- Design of Cylinder Head Main Dies & Core Dies, Procurement of various equipment for engine line expansion.
- Process purchase order and requisitions for product
- Communicate with prospective vendors to determine terms and availability

- Prepare reports for costs and market condition
- Analyzed customer needs and accordingly developed procurement requirement
- Build competitive bidding environment with broad range of suppliers
- Evaluated supplier's bids for best match
- Readied purchasing files, price list and reports
- Negotiation with vendors & suppliers
- Purchased the highest quality product for the lowest possible price

#### **Work Description: (Others)**

- Cost reduction activities.
- OEE Improvement
- ISO 140001 certification preparation.
- OHSAS certification Preparation
- Process standard preparation
- Procurement of equipment for new line setup.

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#### **Achievements:**

- Got promoted from ER (Engineer) to AM (Assit. Manager) with a double promotion because of good performance.
- Awarded certificate for best group performance in Quality improvement project 2017
- Won silver medal in Robotics competition organized by IGNITE 2015

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#### **Certifications:**

- Certified Internal Auditor of ISO 14001:2015
- Certification course in Die casting technology & Die design by ALUCAST & NADCA (International Associations of casting engineering)
- NCC Cadet with B & C certification

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#### **Education credentials**

Mechanical Engineering from AMIE (Associate member of the institution of engineers)	2019	<b>7.67</b> CGPA
Diploma, Mechanical Engineering from Govt. Polytechnic College, Jodhpur	2014	<b>7.40</b> CGPA
10 <sup>th</sup> from Army Public school, Jodhpur	2011	<b>8.00</b> CGPA

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#### **Additional Information**

**Date of Birth:** 22.08.1995

**Languages Known:** English (R/W/S/L), Hindi (R/W/L)

**Place:** Gurgaon