

CURRICULUM VITAE

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Career Objectives

A highly challenging and result oriented career in Complete Materials **Purchasing** in a reputed organization, with an attitude to win and "anything can be achieved mentality" and believe in "strong integrity, honesty, openness and heart to win in a tough competitive market". To work for the organization's growth and to grow along with the organization. To attain a growth-oriented, Value added and rewarding career in the highly potential industry. Taking up the tough assignments and succeeding in that.....

Career Summary

- Eleven Years of Experience in Supply chain Management as Buyer.
- Expertise in Developing Local Vendors, Reducing the Cost of Procurement of Material.
- Experienced With implementing Systems of Inventory Management avoiding Over Stocking or Wastage.
- Experienced in Handling Import and export shipment.

Career History

- Working as **Buyer in Supply Chain** With **Morgan Advanced Materials** at Abu Dhabi (United Arab Emirates) from August 2016 to Jun 2020.(Manufacturer of **Heat Insulation Products**)
- Worked as a **Purchase Executive** With **THAI SUMMIT AUTOPARTS INDIA PVT LTD** at Chennai from November 2014 to Aug 2016.(Manufacturer of **AUTO BODY** and **FRAME PARTS**)
- Worked as a **Purchase Asst Officer** With **MYOUNG SHIN INDIA AUTOMOTIVE PVT LTD** From December **2011 to November 2014**. (Manufacturer of **AUTO BODY** and **FRAME PARTS**)
- Worked as a **Trainee in Store** With **MANDO India PVT LTD** From **June 2009 to November 2011**.

Roles & Responsibilities

Purchase Managements:-

- Responsible for ensuring availability of all materials, for production process with optimum cost.
- Ordering products before time so that when the material required for production process, they are available in the stock and there is no chance of delay in any process.
- Co-ordinating with nominated freight forwarder to pick up shipments from both locally as well as overseas suppliers end.

- Managing overseas shipment, verifying shipping invoices and supporting documents required for air, road and Sea freight shipments for Import clearance.
- Ensuring planning, scheduling and procuring the materials based on the production plan.
- Verifying shortage of materials based on daily stock reports and approval of monthly purchase
- Track and monitor the monthly purchase values and device strategies to reduce the costs.
- Monitoring the inventory days and inventory turn days according to the organization standard.
- Coordinating with PPC, Production, Quality and Finance departments for smooth functioning of the materials movement.
- Responsible and handling of Raw Materials, Bop, Fasteners, Packing materials, Machinery items, Tools & Consumables.
- Established material scheduling through system based on daily requirement.
- Monitored the inventory of high value items on weekly basis with end users.
- Developing alternate source for critical items to meet production target.
- Quarterly pricing review of all Raw Materials with suppliers.
- Ensuring that all goods and services purchased comply with the company's social sustainability policies.
- Ensured that products and services purchased for the organisation are of high quality regardless of the price.
- Managing purchase requisitions and orders.
- Preparing purchase orders and subcontracts.
- Managing existing vendor and supplier relationships.
- Having meetings with potential suppliers and asking them searching questions.
- Promoting best practise across the company.

Inventory Management/Store Management

- Goods receipts as per order plan and issue to production as per work in process (FIFO)
- Ensure Quality Checking and Organise Location
- Check Materials Availability (BOM Verification) Status against Production Plan
- Booking GRN as per receipt material based on quality confirmation
- Accountable for the Annual Physical Inventory of all materials/stocks
- Organize Stock Audit and Maintain Stock Accuracy, Location Accuracy and inventory Accuracy
- Verifies discrepancies on stock quantities and make adjustment
- Monitoring Aging inventory material and prepare report to escalate product team

- Classify ABC & FSN Items and Control Inventory
- Implement Industrial Techniques like 5's & 3C
- Product Warranty Claiming from Suppliers

Academic Credentials

- Diploma in Mechanical Engineering in Nilachal Polytechnic College ,Bhubaneswar
- BBA in Supply Chain Management Albedo School of Business Management.
- Studying MBA in Supply Chain Management at Jaipur National University

Achievement

- Certified by Myoung shin India Automotive Pvt Ltd and was awarded for Cost control in Consumable and Spare.
- Got employee of the year in 2019 in Morgan Advanced Materials industries Ltd.

Computer and ERP Skills

- SAP,Oracle with inventory management
- Working With Power Maint
- Expert in Working With MS Office

Language Skills

- English - Expert in Reading, writing and Speaking
- Hindi - Expert in Reading, writing and Speaking
- Odiya - Expert in Reading, writing and Speaking
- Tamil - Expert in Speaking

Personal Details

Date of Birth : 05-06-1989.

Marital Status : Single

Notice Period : 30 days.

DECLARATION:

I hereby declare that the above information given by me is true to the best of my knowledge.

Date: 19/10/2020

yours faithfully,
(Sanjay Mahakul)