**Rohit Kumar**

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**CAREER OBJECTIVE**

Seeking Managerial assignments in the domain of Material Management and Supply Chain Management with a growth oriented organization of high repute.

**KEY SKILSS**

* A dynamic professional with 12+ Years’ experience in Material Management and Supply chain management
* Expertise in Planning & Procurement of material as per demand & forecast from national & International market, Vendor Development, Techno-commercial Negotiation and Inventory Management

### Experienced with implementing systems of inventory management avoiding over-stocking or/and wastage. Localize to reduce lead time & control inventory

* Proficiency in formulating sourcing strategies, vendor identification/development and analytical assessment to strengthen effectiveness
* Expertise in Electronic & electrical component procurement with additional responsibility of procurement of Sheet metal parts, Consumables & Packaging material
* Skilful in managing the Import & Indigenous Purchase including negotiations, follow-ups, Import documentation & Custom clearance
* Good Operational knowledge of Tally & E-Tech
* Good communication, interpersonal skills, Dedicated & Self-motivated and organized individual who adapts well to the new tasks

**PROFILE SUMMARY**

# For Purchase management (Domestic & Import)

* + Setting up weekly, monthly and quarterly procurement plan as per system demand & customer’s demand
  + Release requirement cum forecast and purchase orders with delivery schedule to domestic & Import vendors
  + Consistently followed-up with supplier for supply on time with required quantity and right quality
  + Carrying out vendor localization/ indigenization for curtailing costs of materials as well as negotiating the terms of credit with vendors
  + Developing reports on procurement and usage of material for top management
  + Liaison with production to provide material as per plan and to maintain optimum level of inventory
  + Liaising with Marketing, PPC, Production, QA and Dispatch related to planning, shortages, quality issues and transportation respectively
  + Liaising with Design & development team for new products development and technical discussion to use alternate parts for cost saving & localization
  + Study the drawing, action plan/BOM related to understand parts to be developed. Cost calculation of all the standard and special part after checking the technical feasibility
  + Maintaining all relevant master data in SAP such as Material Master Data, Info record, Schedule agreement, Schedule lines and MRP parameters
  + Liaison with finance department for timely entry of bills & release payment, various taxes forms (C-Form, D1-Form etc) and vendor reconciliation
  + Import documentation and custom clearance. Check import duties and detail in check list and confirm to file Bill of Entry
  + Liaising with Finance department to release Letter of Credit (LC) and Telegraph Transfer (TT) as per payment term in Purchase order and Performa invoice
  + Coordination with freight forwarding for LCL/FCL/AIR Movement from various countries and with CHA for custom clearance

# For Strategic Sourcing & Vendor Development

* + Steering strategic sourcing through identification of cost effective vendors/suppliers for procurement with an aim of reducing cost while improving quality & reliability
  + Exploration of Potential suppliers through external market information, entrepreneurial and inter companies and evaluate Manufacturing facilities/ Capacity, Capability & quality Systems to meet the requirement
  + Floating RFQs, receiving quotes, conducting techno-commercial discussions and jointly working with Engineering and price panel to achieve desired technical and commercial targets
  + Conducting Production trial run at vendor end intended for validation of documents like PFD, FMEA, Process capability studies, MSA etc to ensure Quality & production capacity
  + Assessing performance of the vendors based on various criterions of Service rates such as PPM for rejections, quality improvement rate, timely delivery, credit terms, saving indexes etc
  + Zero base costing to achieve cost reduction targets through alternate material substitution, alternate process adoption, rationalized raw material buying, ROI for development cost, alternate sourcing
  + Providing technical guidance and conducting training to the vendors for improving quality & performance as well as meet our requirement

# For Inventory management

* + Coordination with Local & Import Suppliers to manage supply as per Production Plan / requirement
  + Effectively managed inventory & logistic for on time delivery and at lesser transportation cost
  + Maintaining the stock of material without any variance monitoring and conducting stock verification
  + Negotiate with supplier to minimize lead-time and maintain a safety stock at their end.
  + Develop local sources to minimize Inventory and transit time
  + Maintain MIS report of Inventory and open purchase orders and share with team to control in-warding
  + Implementing system to avoid situations like out-of-stock or over-stock which causes production & financial losses
  + Liaising with R&D and Quality to consume non-moving inventory

**WORK EXPERIENCE**

**1.** **Presently, working as a Astt. Manager Purchase in Sumeru Verde Technologies Pvt. Ltd. since 07th Feb. 2017 to till date.**

**2.** **Presently, working as a Sr. Executive Purchase & Store in Jay Auto components Ltd., (JPM GROUP) Mohammadpur Gurgaon (Haryana) since 12 Dec. 2012 to 30th Jan. 2017**

**3. Worked as a Sr. Executive Store in UKB Electronics Pvt. Ltd., Sec-63 Noida (U.P.) since 10 Nov.2011 to 7 Dec. 2012**.

**4. Worked as a Executive Store in Om Nanotech Pvt. Ltd. NSEZ Noida (U.P.), since 15 March 2008 to 30 Oct. 2011.**

**5. Worked as Computer Operator in Muskan International Pvt. Ltd. Sec-12 Dwaraka New Delhi since 12 May 2007 to 28 Feb 2008.**

**Personal Strength**

* Possess Leadership and Managerial skills
* Ability to work well under pressure & thrive on challenging works
* Good eye for detail, well organized, skilled in setting priorities
* Strong interpersonal, verbal & written communication skills
* Excellent co-ordination & communication skills
* Maintain a positive & healthy environment around me

**Professional/ Academic Qualifications**

* **PGDIM in Operation Management from IGNOU, 2012**
* **B.A. from C.S.J.M University Kanpur U.P.**
* **XII from M.G. Inter Collage Paliya Hardoi U.P.**
* **X** from **M.G. Inter Collage Paliya Hardoi U.P.**

**Personal Profile**

**Date of birth :** 07 Dec. 1987

**Communication Address :** Sector – 49, .Noida (U.P)

I hereby declare that all the information furnished above is true to the best of my knowledge.

**PLACE:**

**DATE**: **(Rohit Kumar)**