

## ASHISH ANANT SHINDE

Sai Darshan Building A Wing CHS. , Room No. 402, 4<sup>th</sup> Floor, Near sai Baba Temple, Suryanagar, Vitava, Thane (W)

**Contact:** +91-9930733583; **E-mail id:** [as.shinde@rediffmail.com](mailto:as.shinde@rediffmail.com)

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Name – Ashish Anant Shinde

Designation –Procurement Manager.

Company Name – KD Supply Chain Solution Pvt. Ltd.

Address –S.326, Near Regent Honda, G.B. Road, Thane West, 400607, State - Maharashtra

Sub: Procurement Manager.

Dear Sir,

This is with reference to the advertisement / publication / telephonic conversation; I wish to express my interest in joining your team as a (Name of the Position).

Review of credentials would confirm my association as **Procurement Manager**, and offering performance driven experience of **15 years** across **procurement, packaging, New Facility Setup, New Accounts Setup and material management**; currently spearheading as **Procurement Manager** with **KD Supply Chain Solution Pvt. Ltd.**

Expertise in

Material management 🌀 Warehouse setup 🌀 Machinery management 🌀 Supplier relationship management 🌀 Infra Management 🌀 Supplier identification 🌀 Cost management 🌀 Inventory management 🌀 New product development 🌀 Purchase management 🌀 Negotiation skills 🌀 Effective communication skills 🌀 Leadership skills 🌀 Team Management 🌀 Administration compliance. 🌀 Vendor Management System.

With an innate sense of task prioritization, managerial aptitude and result oriented attitude towards accelerating organizational growth and that too in a high pressured, time bound and competitive environment, I reckon that my grooming level is apt to look outward for a challenging top level position, requiring complete grasp & grip of Procurement Operations and high level of professional loyalty, integrity and maturity.

A glance through my resume, attached along, shall familiarize you with my credentials. I am confident of fitting in the slot as well as in the team. However, should you desire personal interaction; I may be called upon where the possibility of our association could be explored further.

Sincerely,

**Ashish Shinde**

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## PACKAGING AND PROCUREMENT PROFESSIONAL

Accomplished professional with rich experience in delivering optimal results & business value in high-growth environments

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### PROFILE

- ⇒ Competent, diligent, result oriented professional, offering exposure of **15 years** across **procurement, administration, Operation, facility management, new facility setup, material management**; currently spearheading as **Purchase & Administration Manager** with **KD Supply Chain Solution Pvt. Ltd.**
- ⇒ Dexterity in developing vendors and leading cross functional teams, negotiating contracts, developing long term commodity strategies, managing working capital and complete cost analysis.
- ⇒ Handling Contract Logistic Procurement & Freight Management procurement.
- ⇒ Proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers.
- ⇒ Expertise in providing advice, information to the Curators and Education Officers with regard to the best quality of material available in the market, supplier's capability and performance
- ⇒ An effective communicator with exceptional analytical, technical, negotiation and client relationship management skills with the ability to relate to people at any level of business and management.
- ⇒ Capex & Apex Procurement & Documentation Part.
- ⇒ New Vendor Development for all the new setup for new facility (**MHE, Racking - HD, MD, Slotted Angle, Epoxy, Office Setup, ETC**)
- ⇒ I am handling for Pan India Procurement & Searching the new facility & development of new vendor for pan India.
- ⇒ For Pan India their East, West, North & South customers & facility are there.
- ⇒ I need to manage all the Procurement part of new facility & day to day operation requirement.

**Key Expertise Areas:** Material management 🌀 Warehouse setup 🌀 Machinery management 🌀 Supplier relationship management 🌀 Infra Management 🌀 Supplier identification 🌀 Preparing Purchase SOP 🌀 **Attend the Quarterly Internal Audit of ISO 9001-2015 / 2018** 🌀 **Handle HSSE requirements.** 🌀 Cost management 🌀 Inventory management 🌀 New product development 🌀 Purchase management 🌀 Negotiation skills 🌀 Effective communication skills 🌀 Leadership skills 🌀 Team Management 🌀 Administration compliance.

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### CAREER GLIMPSE

**KD Supply Chain Solution Private Limited**

**1<sup>st</sup> November 2019 to 15<sup>th</sup> May 2020.**

#### **Procurement Manager Pan India.**

- ⇒ Seeing Pan India Vendor for setup of New facility, for HD Racking, MHE, Electrical work, Etc.
- ⇒ Searching New vendor Manpower Supplier, New Facility all work west & India as per customer requirement.
- ⇒ Preparing the SOP of Operation as per the customer equipment.
- ⇒ Leading efforts to manage and control all the company's external suppliers & Labour contractor with emphasis on the purchase of Materials and finished product for dispatch.
- ⇒ Locating, evaluating, qualifying, developing a consolidated supplier base to meet current and future needs and control entity wide risk; Ensuring parts and materials are bought at the most competitive price and delivered on time for production.
- ⇒ Challenging and bringing innovative ideas and solutions; establishing strategic relationships with key suppliers (probably turnkey including design) catering company's needs.
- ⇒ Understanding and monitoring key trends, cost drivers, market factors, factoring geographic and logistic considerations and strategic importance of the various commodities to appropriately implement sourcing and procurement strategies.
- ⇒ Developing and tracking metrics, including external benchmarks, to monitor performance and allow for data-driven decision making.

- ⇒ Working closely with cross departmental teams such as Sales, Operation & Business to provide efficient and effective options to the various internal customers.
- ⇒ Reviewing Purchasing function and its methodology and identifying and implementing improvements.
- ⇒ Ensuring stringent material control to achieve company targets and effectively manage spend, usage, scrap, inventory levels etc.
- ⇒ For new facility preparing the layout as per client requirements & taking quot. From vendor & finalize the same & get the work done as per the time line.
- ⇒ Preparing Project tracker & follow the timeline to complete the setup.
- ⇒ Preparing the cost saving tracker also at the time of Project setup.
- ⇒ Follow-up with internal team members for taking the new setup requirement.
- ⇒ Sharing the information which sales team & internal team members about the **Rate Contractor** with done with vendors / Suppliers.
- ⇒ Preparing the SOP & Format for Tracking of Procurement.
- ⇒ Facing the Internal & External audit of Customer.
- ⇒ Attend the HSSE & ISO Audit for Internal & external.
- ⇒ Security arrangement for different location office / premises.
- ⇒ As per government act see the licenses & documents for Equipment's.
- ⇒ Preparing maintenance contract with vendors (MHE, AC, Etc.)
- ⇒ Preparing monthly MIS & budget & send to management for approval.

**Ceva Logistics India Pvt. Ltd.**

**5<sup>th</sup> July 2019 to 30<sup>th</sup> October 2019.**

**Purchase & Administration Manager**

- ⇒ Locating, evaluating, qualifying, developing a consolidated supplier base to meet current and future needs and control entity wide risk; Ensuring parts and materials are bought at the most competitive price and delivered on time for production.
- ⇒ Challenging and bringing innovative ideas and solutions; establishing strategic relationships with key suppliers (probably turnkey including design) catering company's needs.
- ⇒ Understanding and monitoring key trends, cost drivers, market factors, factoring geographic and logistic considerations and strategic importance of the various commodities to appropriately implement sourcing and procurement strategies.
- ⇒ Developing and tracking metrics, including external benchmarks, to monitor performance and allow for data-driven decision making.
- ⇒ Working closely with cross departmental teams such as Sales, Operation & Business to provide efficient and effective options to the various internal customers.
- ⇒ Reviewing Purchasing function and its methodology and identifying and implementing improvements.
- ⇒ Ensuring stringent material control to achieve company targets and effectively manage spend, usage, scrap, inventory levels etc.
- ⇒ Security arrangement for different location office / premises.
- ⇒ As per government act see the licenses & documents.
- ⇒ Preparing maintenance contract with vendors.
- ⇒ Keeping Assets audit data.
- ⇒ Preparing monthly MIS & budget & send to management for approval.
- ⇒ Seen operation general administration work facing internal & external audit.
- ⇒ Searching vendor for all kinds of services & material supplier.

⇒ Ceva Logistics India Pvt. Ltd. The Qybe, A Wing, 9<sup>th</sup> Floor, 902-903, M.V. Road, Near Moral, Andheri - 400059

⇒ Ceva is MNC company & they to FM, AM, OC, CC & Contract Logistic.

**DB SCHENKER INDIA PRIVATE LIMITED**

**17<sup>th</sup> June 2017 to 30<sup>th</sup> October 2019.**

**Purchase & Administration Manager**

- ⇒ Leading efforts to manage and control all the company's external suppliers & Labour contractor with emphasis on the purchase of Materials and finished product for dispatch.
- ⇒ Locating, evaluating, qualifying, developing a consolidated supplier base to meet current and future needs and control entity wide risk; Ensuring parts and materials are bought at the most competitive price and delivered on time for production.

- ⇒ Challenging and bringing innovative ideas and solutions; establishing strategic relationships with key suppliers (probably turnkey including design) catering company's needs.
- ⇒ Understanding and monitoring key trends, cost drivers, market factors, factoring geographic and logistic considerations and strategic importance of the various commodities to appropriately implement sourcing and procurement strategies.
- ⇒ Developing and tracking metrics, including external benchmarks, to monitor performance and allow for data-driven decision making.
- ⇒ Working closely with cross departmental teams such as Sales, Operation & Business to provide efficient and effective options to the various internal customers.
- ⇒ Reviewing Purchasing function and its methodology and identifying and implementing improvements.
- ⇒ Ensuring stringent material control to achieve company targets and effectively manage spend, usage, scrap, inventory levels etc.
- ⇒ Security arrangement for different location office / premises.
- ⇒ As per government act see the licenses & documents.
- ⇒ Preparing maintenance contract with vendors.
- ⇒ Preparing monthly MIS & budget & send to management for approval.
- ⇒ Seen operation general administration work facing internal & External audit.
- ⇒ Searching vendor for all kinds of services & material supplier.

**PAREKH INTEGRATED SERVICES PVT. LTD**  
**Purchase & Administration Manager**

**Feb. 2012 – 17<sup>th</sup> June 2017**

- ⇒ Spearheading efforts across handling entire spectrum of functions pertaining to Packing Material, New Warehouse Setup, and New Machinery & Warehouse labour arrangement.
- ⇒ Leading efforts to manage and control all the company's external suppliers & labour contractor with emphasis on the purchase of Materials and finished parts for production.
- ⇒ Locating, evaluating, qualifying, developing a consolidated supplier base to meet current and future needs and control entity wide risk; Ensuring parts and materials are bought at the most competitive price and delivered on time for production.
- ⇒ Challenging and bringing innovative ideas and solutions; establishing strategic relationships with key suppliers (probably turnkey including design) catering company's needs.
- ⇒ Understanding and monitoring key trends, cost drivers, market factors, factoring geographic and logistic considerations and strategic importance of the various commodities to appropriately implement sourcing and procurement strategies.
- ⇒ Developing and tracking metrics, including external benchmarks, to monitor performance and allow for data-driven decision making.
- ⇒ Working closely with cross departmental teams such as Sales, Engineering and Production, Business to provide efficient and effective options to the various internal customers.
- ⇒ Handling Supplier visits both in the UK and abroad at very short notice.
- ⇒ Reviewing Purchasing function and its methodology and identifying and implementing improvements.
- ⇒ Ensuring stringent material control to achieve company targets and effectively manage spend, usage, scrap, inventory levels etc.
- ⇒ Security arrangement for different location office / premises.
- ⇒ As per government act see the licenses & documents.
- ⇒ Preparing maintenance contract with vendors.
- ⇒ Preparing monthly MIS & budget & send to management for approval.
- ⇒ Seen operation general administration work facing internal & External audit.

**New Products / Product Developments:**

- ⇒ Playing critical role in new product development processes and liaise with technical and sales departments on the evaluation of new and existing materials and Developing reliable and alternate sources of supply

- ⇒ Ensuring all purchase is made against properly authorized requisitions, and valid sanctions, showing the correct and detailed end-use.
- ⇒ Overseeing that all the materials requisitioned are duly ordered from the right source after full BOQ on most competitive price considering the trade discounts and tax benefits etc.
- ⇒ Conceptualizing and buying the right quantity of the goods consistent with the quality and the specification.
- ⇒ Ensuring the deliveries of all goods is received within the stipulated period and claims due to shortages or any other discrepancies are settled promptly.
- ⇒ Maintaining harmonious relations with all sections/divisions for becoming an efficient service unit in the museum/center.
- ⇒ Checking purchase indents against needs and suggesting modification of quantities wherever necessary.

#### **EXCEL GAS & EQUIPMENT PVT. LTD**

**Oct. 2011 – Feb. 2012**

##### **Purchase & Administration head**

- ⇒ Oversaw Material Handling of SS Tube, Pipe, Forging Material, Engineering material and Negotiated & followed material with Vender in Crucial.
- ⇒ Handled routine and periodic activities of Purchase department, analyzed the requirements received from various departments & procured indirect material.
- ⇒ Identified & selected suppliers based on the requirements given, obtained quotation, finalized technical and commercial scope, negotiated with supplier and release Purchase Order.
- ⇒ Followed order and coordinated with the suppliers and internal customers.
- ⇒ Monitored Delivery and coordinated with Stores, Quality, and production departments.
- ⇒ Coordinated cross-functional team, calculated, evaluated and monitored various supplier performance indices.
- ⇒ Followed rejection material with supplier from time to time and Participated in supplier development and new product development.
- ⇒ Tracked changes in government policies, interacted with overseas purchase office and handled Bill Passing, Supplier Payment.

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#### **EARLIER ASSIGNMENTS**

##### **SOHAM BUILDERS LTD**

**Feb. 2010 – Oct. 2011**

##### **Purchase & Administration Officer**

##### **YANTRA AUTOMATION PVT LTD**

**Jan. 2009 – Jan. 2010**

##### **Purchase & Administration Officer**

##### **HINDUSTAN PLATINUM PVT LTD**

**Jun 2005 – Dec. 2008**

##### **Purchase Executive & Store Department**

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#### **ACADEMIC & PROFESSIONAL CREDENTIALS**

**MBA - Material Management**, Institute of Business and Retail Management, 2009

**B. Com**, Mumbai University, 2004

**HSC**, Kolhapur Board, 2001

**SSC**, Kolhapur Board, 1999

##### **Software Proficiency:**

- ⇒ Certificate in Office Automation – (C.O.A.), MSCIT, ERP SOFTWARE In4Velocity, SAP

##### **Seminars Attended:**

- ⇒ ISO 9001-2000 Seminar for Internal Auditor
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**Date of Birth:** 14<sup>th</sup> June 1982

**Languages Known:** English, Hindi, and Marathi

**References:** Available on Request