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| **personal profile and** **Career Objective** | Experience of over 16 years in procurement & sourcing, Import, New development of Materials, Vendors, Negotiation Skills, Cost Saving, logistics activates & MIS reporting. To work in a dynamic environment that provides me vide spectrum of experience & exposure. To become an asset for organization & member of core team by utilizing my experience thus taking my organization as well as my career to new dimensions of success. |
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| **Professional Qualification** |

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| Course | University/Institution | Year of Passing |
| Professional certify or Diploma in International Purchase and Supply Chain Management | ITC -International trade Centre (UNCTAD/WTO)- IIMM- Indian Institute Material Management | 2020 |
| PGDM in Materials Management | Wellingkar Institute | 2012 |
| M.Com | Mumbai University | 2009 |
| B Com-Special Subject - Purchase | Mumbai University | 2004 |

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| **Corporate Experience** | **Working with Chromaflo Technologies India Pvt Ltd (MNC) as -Purchase and Supply chain Executive – From April 2017 to till date**Chromaflo Technologies India Pvt Ltd is a public limited company, manufacturer of Strainers and Colorants, Past from 50 years. **Responsibilities include:**Reporting to Country Manager.* Handling purchase of all local and Import items which include pigments, Additives, solvents, Resins, Extenders, & packaging materials.
* Production planning on monthly basis by involving sales, production & customer service department & subsequent Material Resource Planning - MRP, Planning of Inventory Control, Logistics and Distribution.
* To make effective vendors development for existing materials & service providers and save the cost through New Development & strong Negotiations
* Interaction with oversea purchase departments -Director+ SC of Chromaflo for price comparison, payment term and alternative supplier for exist Vendors.
* Co-ordinate with R&D head for the New Development+ Alternative.
* Continuous communication with sales & production departments to avoid any stock out situation of Materials & finished goods.
* Close monitoring of inventory levels of Raw & Packing Materials. Maintain Minimum, Maximum and ROL for the local+ import, Moving &Non-moving materials.
* Involve R&D & production for salvage of non-moving inventory.
* Fund management for tolling partner & allocation of payment to suppliers.
* Inviting quotes from suppliers & rate comparatives for price approvals.
* Price negotiations, increase in payment terms & fix others term and condition of all the local + import purchases with suppliers.
* To maintain standard cost of materials.
* Visit the supplier’s plants or factories for the audit works.
* Co-ordination with Finance to support on-time supplier payments &

 resolving supplier invoice mismatch queries, if any.* Also close with QC dept + Warehouse if any quality and qty issues.
* Responsible for importing all sort of material via CHA agent & to calculate landed cost of them. Successfully handled SVB finalization with customs.
* To interact effectively with third party warehouse for inbound & outbound logistics.
* End to end solution of complete supply chain cycle. RM - Finish Goods- Warehousing - Customer End.
* Handling ISO activities Independently
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| **Corporate Experience** | **Working with Soujanya Color Pvt Ltd as - Purchase Executive - from August 2010 to April 2017**Soujanya Color Pvt Ltd is a leading manufacturer of Stainers and Colorants in India having manufacturing unit in Navi Mumbai**Responsibilities include:**Reporting to General Manager – Purchase & Sourcing* Handling purchase of all local and import items which include pigments, additives, solvents, resins, extenders, & packaging materials.
* Inviting quotes from suppliers & preparing rate comparatives for price approvals.
* Price negotiations with suppliers & increase in payment terms for purchases.
* Achieved given saving target through price negotiations in last year.
* Vendors development for existing materials and service providers.
* Preparing Purchase Orders in Tally.
* Preparing monthly inflation report & other MIS reports.
* Preparing monthly purchase review presentations.
* Follow up with suppliers to ensure timely receipt of materials at factory.
* Close co-ordination with Finance to support on-time supplier payments &

 resolving supplier invoice mismatch queries, if any.* Active participation in cross functional meets with Marketing/ Production / R&D team /Stores Dept, for proactive planning and inventory control.
* Purchase planning for fortnightly requirements based on marketing plans.
* Follow up with CHA for timely clearance of Import shipments.
* Co-ordination with Bank for Import documents and remittances.
* Keeping track of C-forms to suppliers.
* Handling ISO audits -Vendor Registration, Vendors Evaluation, cost reduction etc.
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| **Corporate Experience** | **Worked as Executive (Back Office) with POONAM NX From May 2009 to Aug 2010****Responsibilities included*** Updating information related to POs and creating new POs & back orders in Tracking System.
* Updating replacement cost (Basic Price, Freight & Duty) in Tracking Sheet.
* Managing Master data in MIS Reports and reporting to seniors.
* Co-ordination with Suppliers, Customers etc. for regulatory data collection.
* Communication of local contracts and sending confirmations to vendors.
* Updating Vendors details and maintain a data in Tracking Sheet.
* Getting confirmation from customers regarding a Design Samples code.
* Getting Design Samples for developmental work.
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| **Corporate Experience** | **Worked as Sr Officer with Unisource Worldwide Pvt Ltd -From July 2007 to March 2009**Unisource Worldwide Pvt. Ltd. was US based company & owns brand of S & B’s University Sportswear. Company was holding & operated several retail stores throughout the U.S.A.**Responsibilities included*** Analyze reports of various kinds based on style, color, size, sale, packing lists and stores making highest sales of particular merchandise. Handling queries of different Departments.
* Maintaining records of the various garments styles for a particular season & different colors .
* Managing data in Ms-office & reporting to seniors.
* Update PO related dada and Containers packing Lists in Tracking Systems.
* Generating various reports from Tracking Systems (SCMS, Citrix, etc.)
* Inventory allocation, Replenishment. i.e. Shipment of Container in Citrix.
* Co-ordination with various suppliers and departments i.e. Logistic Sourcing, Purchase, Account for receiving & re-conciliation of supplier data.
* Updating the weekly Tec pack status i.e. file containing list of Style Nos. whose status are to be uploaded in order to proceed for further process.
* Processing & Preparing of Bar-coding numbers from I&R (Citrix).
* Responsible for uploading measurements onto (SCMS) with 100% accuracy.
* Providing training regarding process of works & system to new employees.
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| **Corporate Experience** | **Worked as Officer and Data Co-Ordinator for SAP\_ERP (Systems Applications and Products, R/3 version) with Maersk (Logistics) India Pvt Ltd From May 2005 to April 2007**The Maersk Company Limited has its head office in London and offices in 20 locations across the UK and Ireland. It offers a range of container related services to customers, including liner shipping, logistics, and container storage and repair.**Responsibilities included*** Co-ordination with various locations on a PAN Country level for receiving & re-conciliation of Supplier’s invoice data.
* Follow up with suppliers for Invoice copies and analyze invoices.
* Sending received invoice for accuracy before sending to Scanning Team..
* Updating information related to POs, invoices in the Tracking Sheet.
* Updating the data regarding Material in the SAP (MM) Tracking Systems.
* Collecting a data through Internet regarding vendors, Customers & updating a data in Tracking Systems (FACT).
* Maintain a Master data (POs, Material, Vendors, Customers) Template.
* Extend Support in resolving SAP (R/3 Version) related data entry.
* Compilation of MIS Reports on PAN country level and Formalizing Templates for MIS report.
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| **Post Corporate Experience** | **Worked as a Data entry operator with Rajdhani Travel -From Sep 2004 to April 2005****Responsibilities included*** Update Account Entries (Purchase, Sale Cash, and Bank) in Tally Package 6.3
* Customer co-ordination And Bank Reconciliation.
* Handling Day to Day Cash Transaction & Banking Transaction.
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| **Academic and Extra-Curricular Achievements** | * 2nd Topper in purchase subject in B.COM.
* Announced Best performing employee in Sujanya company in 2014.
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| **Computer Proficiency** | Excellent Working knowledge of Internet and.* Application software like MS Office 2010/2007, Tally ERP, Udyog ERP.
* Good knowledge in Microsoft Excel Functions like VLOOKUP, HLOOKUP, PIVOT, Chart & other Excel formulas.
* D. T.P. (PageMaker, Corel-Draw, Photoshop), Internet, Lotus , Word-Star , Outlook
* Having a Basic Knowledge of SAP-ERP (R/3-Version)
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|  **Hobbies** |  Listening Music, reading books & Enjoying nature  |

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| **Skill Set** |  **Strength- Weakness -**1. Adaptability (i) Straight forward
2. Hard Working (ii) Impatient
3. Optimistic (iii) Sensitive
4. Self Motivated
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| **Personal Details** |

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| Date of Birth | Nov 18, 1982 |
| Father’s name | Mr. Shivram N. Namaye |
| Languages known | English, Hindi, Marathi |
| Marital Status | Unmarried |

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