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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** | |  |  |  | | --- | --- | --- | | 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** | |  |  | | --- | --- | | 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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