PRIYA SANJAY DALVI

**SENIOR MANAGEMENT: SUPPLY CHAIN/OPERATIONS**

Confident in taking up challenging assignments with a reputed organization to utilize acquired skills in accomplishing organizational and individual growth objectives

Mumbai,India+91 9819446070

[priya\_dalvi@yahoo.com](mailto:priya_dalvi@yahoo.com)

# PROFILE SUMMARY

* Senior management professional with over 27 years of overall experience including over 16 years of exposure in the supply chain domain
* Skilled in developing and maintaining sourcing vision, processes, selecting, managing and developing strategic suppliers for Polyurethane Chemical Industry
* Track record of success in maintaining profitability by optimizing costs and conducting effective vendor relationships
* Adept at working on relational database and partly HR activities, MSOffice and ERP software and business acumen
* Proficient in from quotes to procurements for 70% imports and 30% local as per ISO 9001:2000standard
* Adroit in optimizing the procurement process, evaluating and selecting suppliers, managing risk and compliance
* Experienced in scheduling and planning, enhancing waste management and revenue including evaluating business goals and objectives
* .High mentoring ability and effectively communicating with teams members at all levels to improve staff performance and morale
* Possess working knowledge of relational database and partly HR activities, MSOffice and ERP software and business acumen

# WORK EXPERIENCE

**Expanded Polymer Systems Pvt Ltd, Mumbai**

Senior Manager – Purchase, Apr 2005 – Present

# Key Responsibilities:

**Purchase, Supply Chain & Logistics**

* Define and ensure compliance with the weekly, monthly, quarterly procurement plan aimed at optimizing the inventory levels
* Spearhead team efforts in maintaining the global supply chain performance metrics and other statutory regulations
* Forecast needs and production levels based on evaluated historical data and other related factors
* Develop effective sourcing strategies and focus on enhancing supply chain efficiency and performance
* Prepare and present material plans and issue orders to the vendors based on the consumption level of the branches
* Focus on optimizing costs by developing alternative local sources for imported raw materials
* Set up and maintain procurement budgets aimed at optimizing costs and maintaining profitability
* Follow up with the production department to align production schedules to material delivery
* Roll out various process improvement initiatives to eliminate over-stocking or out-of-stock situations

# CORE STRENGTH

Strategy Planning

Supply Chain Management Logistics & Warehousing Materials Management ISO Methodologies

Audit & Compliance Office Administration Operations Management Team Leadership

# EDUCATION

* **B.Com,** Mumbai University, 1994

# PROFESSIONAL DEVELOPMENT

* **Diploma in Materials Management** from Welingkar Institute of Management(1st Class)
* 1 Year Diploma in Home Science, Mumbai University
* 6 Month Diploma in Basic Computers
* Completed the internal Auditor training on Quality Management System as per ISO 9001:2008 standard in 2011
* Participated in training workshops on Purchase Management

# PERSONAL INFORMATION

* **Date of Birth**: 27thJun 1974
* **Nationality**: Indian
* **Languages Known**: English, Hindi, Marathi and Gujarati
  + Work with the finance department for processing and disbursement of payments
  + Open Letter of Credits. Process vendor for the raw material, samples requirement through sea, air, and courier based on the weight and volumetric weight
  + Follow up with the shipper to maintain accurate documentation after shipment and ensure compliance with the material delivery schedules
  + Assess non-moving and slow moving raw material at branches and plant level and find sources of liquidation
  + Generate raw material prices, receipts and consumption graphs for better analysis and quarterly review meetings of the organization

# Vendor Development

* + Prepare and maintain updated vendor database including classification of vendors
  + Develop new components with the suppliers and focus on the localization of components
  + Represent the organization in interacting with the vendors for negotiating the price, delivery schedule and terms and conditions
  + Maintain materials storage, locations, FIFO as per requirements. Plan for sub-contract operations as per production schedule
  + Negotiate with the transporters, clearing agents for rendering cost effective transport solutions & clearances

# Operations Management

* + Conduct vendor audits and follow up with the concerned stakeholders in implementing audit recommendations
  + Manage logistic operations through sea and air shipments in coordination with the CHA and the inland transportation
  + Involved in raising claims for shortage, damage, price difference and follow up for credit notes/payments
  + Optimize resource utilization and streamline processes aimed at enhancing operational efficiency and service quality
  + Assess team performance and render productivity enhancement feedback. Groom and mentor potential leaders in the team to take up future leadership roles in the organization

# Others

* + Function as an Internal Auditor for ISO 9001:2000. Maintain updated knowledge of ERP through RAMCO System (Prima Version). Next version Magna on Cloud, Visual TRIO XP (Enterprise Edition)

# EARLIER ASSIGNMENTS IN BRIEF

* + Assistant to the Directors (Technical & Marketing), Exotic Fruits Pvt Ltd, Mumbai, May 2003 – Mar 2005
  + Assistant to the Vice Presidents (Technical & Marketing), Vivita Ltd, Mumbai, Jan 2001 – Apr 2003
  + Assistant to the General Manager (Marketing), Expanded Incorporation, Mumbai, May 1997 – Dec 2000
  + Personal Secretary to the Managing Director, J K Imports, Mumbai, May 1994 – Apr 1997