

**HaraMadhava**  
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## **OBJECTIVE**

*A well-mannered, hardworking proven leader and a successful Supply Chain Manager, Aiming to be associated with a progressive organization that gives me scope to work in challenging environment in accordance with the latest trends and work dynamically towards the growth of organization and be valuable asset to the company, seeking a challenging career opportunities in enhancing organizational excellence by leveraging on the expertise gained.*

## **FUNCTION SPECIFIC COMPETENCIES**

- *Self-motivated with strong analytic leadership skills*
- *Demonstrated ability to understand and execute high level Supply Chain project plans*
- *Able to lead teams effectively*
- *Excellent interpersonal and communication skills*
- *Exceptional organizational skills*

*Working with BioGenex LifeSciences Private Limited a company incorporated in the US - BioGenex Laboratories Inc. as **Manager SCM & Customer Care** since 2008 with a gap of 3 years 2016 to 2019*

- *Heading Supply Chain and Customer care Departments, role includes planning, forecasting and procurement of goods based on the requirement of various departments in coordination with the HOD's for technical specifications, Price negotiations and delivery schedules as per the product standard.*
- *Responsible for supervising, coordinating, facilitating and implementing standardized processes and systems related to inventory control practices, materials acquisition, receiving, distribution and fixing periodic automatic replenishing levels.*
- *To ensure demand management (Capex or consumables) through budgetary provisions or through special provisions after approvals from appropriate authority.*
- *To ensure adequate inventory of all required items trading and manufacturing, at all the times as per accepted inventory management strategies so that there is no shortage of any item for smooth functioning of the departments*
- *To ensure lowest possible cost of inventory by using various strategies and keeping adequate stocks  
And supplier levels, to organise inventory checks periodically and save on stocks to ensure good inventory conditions and exact stock levels.*
- *To ascertain the criteria for vendor selection and continuous appraisal-based Quality, Cost, Delivery and Service and to identify alternate sources to maintain consistency in supply of materials.*
- *Also heading customer care Department for customer queries and customer complaints and to monitor the day-to-day customer complaints of BioGenex and provide the best resolution to the clients and channel partners. With quick decisions as per the situations if need to change few, coordinating with all the internal departments for timely completion of tasks. Address customer technical or service related issues immediately in coordination with the Software, Engineering and Manufacturing teams*
- *Maintaining MIS for complete procurement, inventory and distribution process and provide to management as per the requirement Fortnightly, Monthly, Quarterly & Yearly*

### **Feb' 2018 to Mar' 2019 Worked as a Manager Tenders for VINS BioProducts Limited**

- Explore and identify relevant tenders from tender websites, central and state government procurement portals and other global tenders
- E-Tendering & offline Tendering, preparation and submission of commercial and technical Bid documents. Preparing High quality Tender documentation.
- Maintaining MIS Data for Sales Figure, EMD, Bank Guarantee, Security Deposit, Tender Search, Tender Opening, L1 Status, Preparation of bid win/loss analysis, maintaining the records of bids and Tender and Bid opening results.
- Cost analysis of BOM materials from purchase / Production product, finance department & preparing estimated rates for tender.
- Attending tender opening meetings and finalizing the prices and closing the deals along with the National & Zonal Sales Managers

### **Experience: Dec' 2015 to Dec' 2017 In Thumbay Group – Dubai – UAE as SCM In-charge**

Heading of Supply Chain team for Thumbay Group Hospitals (5 Hospitals) located in Dubai, Al-Ajman, Al-Sharjah, Al-Ras-Al-Khaima and Hyderabad for Centre for Advanced BioMedical Research and Innovation, which includes forecasting, procurement, Inventory management of Medical and Non-Medical, products for Ortho, Cardio, Path Lab, Lab Services, Instruments, Equipment & Medical Furniture.

#### **Key Role:**

- Procure-to-Pay cycle management for goods and services, Vendor Management, Cost savings, Provisioning & Reporting
- Inviting quotes, preparation of technical and financial comparison manually
- Finalizing the vendor in coordination with end user and negotiation team
- Demand forecasting, Budgeting, Procurement, Inventory Management & Distribution planning
- Ensure product availability & optimum stocks levels at warehouses & Stores
- Conducting Internal audits for stock accuracy and vendor audits for storing and dispatches
- Monitor supplier and vendor compliance with contractual agreements
- Preparation and submission of purchase information to the management on monthly basis
- Coordination with CFA for customs clearance, documentation and shipment forwarding
- Compliance to SOPs, Agreements, Primary and Secondary tracking and Days inventory on hand Analysis & facing external, Internal Audits by Management & Banks, Corporate Project Procurements, Supply Chain Projects etc.

### **BIOGENEX LIFE SCIENCES PVT. LTD. AS MANAGER SALES OPERATIONS JAN' 2008 TO NOV' 2015**

BioGenex LifeSciences Pvt. Ltd. Is a 100% subsidiary of BioGenex Laboratories Inc. USA, BioGenex designs, develops and commercializes molecular systems for cancer diagnosis, medicine and life science research.

#### **Key Role: Responsible for smooth functioning of Sales Operations**

- Reporting to the CEO, Coordinating with the India Domestic sales team GM, NSM, RSM's, ASM's & KAM's
- Reagent Rental Documentation for hospitals, diagnostic centers and research centers as per the agreed terms and conditions
- Demand forecasting, Purchase planning, Purchase budget approvals, days Inventory in hand
- Forecasting and availing approval from CEO for antibodies, reagents, consumables and Non-Medical Items for procurement for a period of 3 months

- *Generating Purchase order and continuous follow up with the vendors and CFA for clearance of the shipment on time*
- *Sales Order Processing of the hospitals , research centers & distributors all over India*
- *MIS to the management on regular intervals for functionality progress*

#### **MANIPAL ACUNOVA LIMITED – BANGALORE AS LOGISTICS OFFICER FROM JUNE 2005 TO MAR' 2007**

*Acunova LifeSciences is carved out from MEMG, a company in the business of Clinical Research, Diagnostic Services & Data Management.*

- *Inviting quotes for CAPEX, Management Approvals the material required from the vendors (three quotes for comparison as per ISO standards)*
- *Preparation of technical comparison, financial comparison for discussion with the user*
- *Finalization of prices after discussion with HOD and concerned scientist / end user*
- *Preparation of PO/ Receipts of goods ordered/ checking for quality, quantity and prices against PO*
- *Maintaining adequate sample collection material, packing and cooling materials for Clinical Trials*
- *To ensure smooth functioning of the laboratory in all respects of day to day activities*
- *Visiting vendors/distributors for audits with internal auditors of QA Dept. for checking stock storage condition.*
- *Follow up with the accounts department for timely payment to the vendors.*

#### **HIGHEST EDUCATIONAL QUALIFICATION**

*MBA in Supply Chain Management from Indian School of Business Management & Administration – Hyderabad- 2008 to 2010 (Certificate Attested by UAE Embassy)*

#### **EARLIER EXPERIENCE – FROM 1999 TO 2005**

- *Worked with **Vimta Labs Limited, Hyderabad, as Senior CRM Executive.***
- *Worked with Perfect Knitters Limited (GTN Group) – Hyderabad*
- *Worked for Hero Honda Motors Ltd with Authorized dealer at Hyderabad*

#### **TECHNICAL SKILLS**

- *Has command over **Oracle PIMS**-Purchase Inventory Management Systems, **HIMS**-Hospital Information Management Systems, **IQMS** – Internal Quality Management System for complete SCM Module, **Microsoft Dynamics - ERP** module for complete sales order processing & Supply Chain process, **LIMS & Star LIMS** Laboratory Information Management Systems.*

#### **PERFORMANCE ACHIEVEMENTS:**

- *Have been awarded employee of the year and outstanding employee awards thrice*
- *Have been awarded with Silver Coin for Outstanding Performance at Perfect Knitters Limited by the Director of Perfect Knitters Ltd. Hyderabad*
- *Have been awarded outstanding student of the Sardar Patel College in the Graduation with Shield & photograph published in the college year book.*

#### **STRENGTH**

*Hard working, fast learning & flexible to any work atmosphere and aspiring personal growth along with the company.*

*Place: Hyderabad*

**(Hara Madhava)**