



# Naveen Kumar M

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## Objective

Seeking for a responsible career in Material Management, Purchasing and logistics field, where I can utilize my enriched professional aspects of knowledge and skills to the success of an Organization.

## Skills Summary

- 11+ years' Experienced Professional in Material Management & Sales and Distribution system.
- Strong Background in Supply Chain Management.
- International procurement experience.
- End to End Hands on knowledge in ERP: SAP MM & SD
- Ability to lead and operate in a team environment.

### **AREAS OF EXPERTISE**

- Procurement
- Sales and Distribution
- Inventory Management
- Escalations handling
- Managing Client requirements

### **TECHNICAL KNOWLEDGE**

- ERP: SAP (ERP6-EHP7), Module: MM & SD
- Windows, Internal Production Tools and Web interfaces

### **ACHIEVEMENTS**

- Successfully transitioned operations from Kenya (On Site) 2012
- Received Top Performer Awards for Years 2013 & 2014
- Received Best Support Provider Award(Kingdom of Saudi Arabia-Client) for the Year 2013
- Received Best Support Provider Award(United Arab Emirates-Client) for the Year 2014
- Received Best Quality Awards in Year 2016 & 2017
- Received Performance Awards (Yearly and Quarterly) for best performance for Individual and Team Performances 2019
- Active participant in implementing new day to day process improvements - MACROS

## Experience

### **SUBJECT MATTER EXPERT | REDINGTON GULF FZE | JANUARY 2012 TILL DATE \*CURRENT\***

- Incharge of Overall activities of Purchase department and Sales department.
- Responsible for Preparation & Execution of purchase orders and sending to vendor.
- Managing and negotiating with transporters & clearing agents for cost effective transport & clearances.
- Liaise with local authorities (UAE Customs/TRA-UAE) to ensure preparation of documents.
- Coordinate with Inbound Warehouse Operations –timely Pre-Alert and follow Goods Receipt in System.
- Interaction with, Finance & Accounts to release the payment to the vendors as per supply terms.
- Managing Sales Order execution with Credit & Customer Finance criteria fulfilled.
- Monitor invoicing and delivery to Partners by effective coordination with Outbound Warehouse Team.
- Managing Damage, DOA, RMA and Reversals.
- Department Coordination & Inter Departmental Relations.
- Escalation, Query and Error Handling.
- Training and Performance of Team members.

### **PROCESS ASSOCIATE | HEWLETT PACKARD | NOVEMBER 2009 TO JANUARY 2012**

- Registering Service Contracts for EMEA region in SAP SD Module.
- Ensure to process order within TAT.
- Effectively use QWM tool and PACT tool.
- Escalating incomplete order report in monthly FO meetings.
- Error handling and sending monthly error report to PL & TL.
- Collating whole team's daily production and register in SAP using MACRO.
- Verifying Created contracts with Base data using internal tool.

### **ACHIEVEMENTS**

- Received for Kaizen Award for reducing manual effort from 1 hour to 5 minute.
- Received Top Performer award for the year 2010.

## Education

### **MASTER OF BUSINESS ADMINISTRATION | 2009**

Human Resource and Marketing (Anna University - Regular) Vel High Tech SRS Engineering College

### **BACHELOR OF SCIENCE | 2006**

Hotel and Catering Management (University of Madras - Regular) Chennai National College

I assure you my best services if given an opportunity to work with your reputed organization.

Yours Sincerely,  
**Naveen Kumar M**