# **RESUME**

**SAURABH JAIN**

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|  **CORE COMPETENCIES**Supply Chain ManagementLogistic OperationsWarehouse ManagementStrategic PlanningVendor ManagementClient Relationship ManagementMaterial ManagementBudgeting & Cost ControlTeam Management | **PROFILE SUMMARY** * A goal-oriented professional with **over 20 years** of experience in Supply Chain Management , Logistics and Warehouse Management
* Project In charge & Key User of SAP WM module implementation.
* Manage Min-Max norms of the entire Stores, monitoring & control, Daily / weekly / monthly stock report & consumption report department wise, and ensure stock availability as Min-Max norms.
* Experience in cost reduction, new initiatives new project implementation, transition management and performance improvement.
* A strategic planner with proficiency in coordinating with clients & vendors for streamlining business processes, defining continuous improvement processes, and motivating employees in enhancing their performance.
* Expertise for sourcing and coordinating more than 200 supplier’s domestic & Global.
* Proficient in identifying and adopting emerging trends to achieve organizational objectives and profitability norms
* Exceptional communication and presentations skills with strengths in developing plans, procedures and standards for business excellence
* Project Head in warehouse setup (Scientifically Planning & Implementation of warehouse setup & material handling equipment etc. .
* Exposure to latest techniques, e.g. Kanban, JIT, Lean Manufacturing, Poka-Yoke, ABC analysis, Gemba, 5-S, KAIZEN, Milk Run, etc.
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**EXPERIENCE:**

**From Oct 2017 working with M/s Bombardier India (Pvt) Ltd. at Vadodara Location as Material Manager which are into manufacturing Railways equipment .**

**DESIGNATION**: **Material Manager.**

**Material Planning:** To manage all aspects of domestic & imports process (Raw materials & Packing materials) including Order placement, Customs clearance, Logistics, Imports cost management etc. To manage the import purchase ordering including the floating of enquiries, comparative statement preparation, negotiation and placement of order/ contract .

To followup with suppliers for timey execution of the orders .

**Material Management** Part of a team to finalized supply chain strategy for suppliers e.g. Inventory Policy, Component packaging from various vendors, vehicle utilization and safe delivery of components.

Conduct sampling and monitor daily total receipt of material in terms of volume, value and number of trucks turned around;

Review and submit to Procurement material shortages MIS prepared by team; Conduct root cause analysis to seek opportunities to enhance efficiency and reduce shortages.

Flag to Procurement cases where material received is damaged or not in acceptable condition; Interact with vendor on short-shipment, wrong shipment and packaging issues.

**Vendor Management:** Find and select the appropriated supplier. Challenge regularly its competitiveness (technical, innovation, financial, social, environmental, and ethical). Negotiate prices and terms with suppliers, vendors, or freight forwarders. Visit current /potential new suppliers to check their processes and audit their signed compliance.

**Purchase Strategy:** Implement strategic procurement including sourcing strategy, supplier selection and evaluation, quality management, customer relationship management and performance measurement. Prepare monthly, quarterly and annual procurement plans and progress reports as required.

**System Monitoring**: Ensure effective use of internal Standard Operating Procedures in Procurement, control of workflows, continuous business processes monitoring and elaboration of improvements in systems and processes.

**Project management:** Develop new supplier based on new project, alternate supply to meet current and future need. Also it meets the annual cost reduction plan to increase product margin.Inviting (RFQ) quotations from various suppliers for any specific requirement. Vendor Registration, Price Comparison, Vendor Evaluation & Cost saving.

**Budget activities:** Budget Preparation based on 2-3 years business strategy with sales team. Quarterly Monitor approval Vs actual to support the local and business requirement. In case of any deviation make the improvement plan .

**Work Relationship: Internal -** Coordination with all Supply Chain Sourcing, Quality, R&D, Production dept. Finance & Accounts team.

**External:** Suppliers & Auditors & Ensuring statutory compliance within organization and with governmental bodies .

**Warehouse Management, Inbound logistics**, **Inventory Management,** Improvement in Warehouse systems, product support by ***ensuring parts availability at the required place at right time & right quality / quantity*** etc.

**Inventory Management**: Tracking on low stock parts, Excess delivery, Reconciliation of all material through perpetual inventory, Effective material preservation process, Disposition of dead or slow moving parts.

**Warehouse Management**: Implementation of warehouse Systems & Processes, Material storage & Handling, line side feeding & storage, considering CAPEX budget Ensure proper material identification & handling, maintaining FIFO of goods. Monitoring online activities of gate entry, documentation processing like GRN (Goods receipt note), road permit, shipping bills etc.

**Non Moving & Scrap :** Minimize obsolete, surplus and scrap material through proper monitoring**.** Timily write-off non moving with approval .

**Packing & Storage**: Standardization of packing &Improvement for Safeguarding of Sensitive Material Storage and Dispatch.

**Administration and Management --** Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Safety Management:** Training and ensure of use of PPE and Safety norms in warehouse ,also monitoring First Aid case / reportable cases **and implement action plan effectively .**

**ACCOMPLISHMENTS:**

* Achieved 14days coverage of material in stores with 100% accuracy.
* Certifies Internal Auditor for ISO 14001:2015 & ISO 45001:2018
* Certifies Internal Auditor for ISO 9001:2015
* Certifies Internal Auditor for TS 22163:2017

**EXPERIENCE:**

**From June 2016 Till Oct 2017 worked with M/s Genus Power Infrastructure Ltd. DESIGNATION**: **Head Material Management**

**RESPONSIBILITIES:**

* Material planning & forecasting, streamlining the system and procedures for effective inventory control for ensuring ready availability of materials to meet the production target.
* Execute all activities pertaining to Domestic & Imported materials obtaining sales forecast from sales function, placement of order to inter companies, follow up with supplies, and clearance of material.
* Drive the team towards NIL line stoppage through daily reviews and issue analysis.
* Drive the team through regular monitoring of key deliverables through daily/weekly/fortnightly reports.
* Communicate proactively to all departments in terms of Stock outs / Potential Stock Outs with Corrective Actions.
* As per Materials Criticality, Consumption and Lead Time define Minimum and Maximum Level of inventory in the system.
* Coordinate with different departments, and resolve day to day trouble shooting.
* Coordinate with  New Product development  team in terms of ensuring optimum inventory post Commercialization .
* Maintain inventory level so as it is as per Budget.
* Inventory Analysis using selective inventory control ABC analysis, ageing analysis etc.
* Responsible for all the Inventory related Parameters in the System such as as Safety stocks, major categories of items and its consumption and comparison with previous years.
* Material Just-in-Time (JIT) to enhance cost effectiveness of inventory and warehouse space.
* Analysis of data and prepare reports on Monthly Suppliers delivery /Quality performance report and cost information for taking corrective action.
* Responsible for stock updating and inventory variance resolution.
* Responsible for Input / Output reconciliation of direct material required for production (inventory management, inventory control, inventory closing).
* Inviting quotations from various suppliers for any specific requirement. Vendor Registration, Price Comparison, Vendor Evaluation.

**EXPERIENCE:**

**From Feb 2014 Till March 2016 worked with M/s Mahindra& Mahindra in Tractor division as Senior Manager – Inventory & Logistics**

**ACCOMPLISHMENTS:**

* Successfully completed Revamping project for Stores to increase storage capacity from 120 Tractors to 225 Tractors/day.
* New projects planning & implementation for Stores & logistics. Area Required, Storage System, unloading system & SAP set up .
* **Successfully completed yellow belt project –Line side inventory control time duration 1.2 Years(7.5 Cr to 2.8 Cr)**
* **Successfully completed yellow belt project –TAT improvement 12 months (150 min to 92 min)**
* **Sport award for good 5S in June 2014/Zaheerabad dispatch Dec 2014/TPM implementation in stores Jan 2016**
* **Unnati award in Oct 2015 of 22K for implementation of cost saving projects in stores amounting 25 Lacs**

**EXPERIENCE:**

**From May 2010 Till Feb 2014 worked with M/s Hitachi Home & Life Solutions (India) Ltd.at Kadi Ahmedabad as a Purchase & Stores Manager.**

**THE ORGANIZATION: Hitachi** is a subsidiary of Hitachi Appliances Inc; Japan HHLI manufactures various kinds of products including Room Air-conditioners and Commercial Air-conditioners.

**ACCOMPLISHMENTS:**

* Best CSI rating of 88% and best presentation for FY-11-FY12
* Was Responsible for Nonmoving material disposal of 98.61 Lac for the period Oct 2012 To Dec 2012.
* Was responsible new vendor development for increase capacity 80K AC’s/month.
* Set of Standard operating process for Stores and it’s effectively implementation.
* Store Layout, Store Design for fast material receiving, storage and issue.
* Standardize packing for easy counting and issue.
* Implemented Bin card system for material receiving and issue.
* Improving in packing to avoid damages during transportation.
* Developed and Maintained FIFO, 5S, Kanban, safety system.

**EXPERIENCE:**

 **From APRIL 2006 Till April 2010 worked with M/s VOLTAS limited at Pantnagar as a Manufacturing Assistant Manager – Purchase & Stores**

**THE ORGANIZATION:** Voltas Limited a member of TATA Enterprises and offers engineering complete solution for wide areas such as **air conditioning, with split/ package air conditioners From 5.5Ton To 22 Ton Chiller Package and Air handling unit, Floor & Sealing suspended from manufacturing to commissioning at site.**

**ACCOMPLISHMENTS:**

* Responsible for set up of new systems and plant set up at Pantnagar .
* Made Standard Operating Procedures and implementation in new Plant.
* On time delivery of machines at M/s Tata Motors for Nano Plant set up .

On time completion and delivery of air conditioners for Common wealth games and received appreciation letter

**EXPERIENCE:**

**Aug 1997 till 31 MARCH 2006 worked with M/s Indfos Industries Ltd, Ghaziabad.DESIGNATION**: **Sr. Engineer Materials**

**THE ORGANIZATION:** Indfos Industries Ltd. is a leading manufacturer of electromechanical controls for A/C &Refrigeration Industries. Instrumentation & controls for Industrial projects i.e. Railways, BHEL and Power Plants etc.

. **ACCOMPLISHMENTS:**

* Developed a pressure switch for Indian railways for flasher light application which benefited the company more than 1 Lac Rs per month .

**TRAININGS:**

* Attended TQM program conducted by ASSOCHAM.
* Attended SPC, SQC, 5S & 7QC Tools training program conducted by ASSOCHAM.
* Attended welding Procedures and defects training program conducted by ADOR WELDIND LTD.
* Attended and Qualified as a internal auditor by TUV
* Attended internal training and is familiar with SAP operating system in PP, MM & SD module.
* Attended internal training in time management.
* Attended TPM training program Conducted by CII

**EDUCATIONAL CREDENTIALS**

* B.E. MECHANICAL from BANGALORE University from MSRIT in 1997.Passed 12th from CBSE board in 1992
* Passed 10th from CBSE board in 1990