

CAREER OBJECTIVE:

To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

PROFESSIONAL SYNOPSIS

- More than 3 years of experience in various facets of procuring materials from National markets.
- Purchasing of Raw materials, bought out materials and other items.
- Procurement of Mechanical, Electricals, Civil and Instrumentation materials in EPC Projects and O&M procurements as well as for purchasing of raw materials, capital goods, engineering Items for the tower manufacturing plant.

CORE COMPETENCIES

- Sourcing ,Procurement, Contracts, Costing &Tendering
- Vendor Development, Cost effective procurement & Negotiations
- Inventory Control and Material planning
- Finalizing the service contracts and other contracts
- Working on SAP MM environment
- Handling stores & logistics activities
- Coordinating EHS and IMS audits

PROFFESIONAL EXPERIENCE

Working for **M/s. GRI Towers India Pvt Ltd** (formerly known as GRI Powergear Towers india PVT LTD and it is a Spain Basis Tower Manufacturing industry for wind mill which is under **GONVARI Group**) as Senior Executive for Supply Chain from DEC 2019. to till date.

- Process the requirements from the cross departments or end users as per schedules and coordinating with the team.
- Analyzing the materials consumptions with the help of executed data and arranging materials as per production requirement schedules.
- Preserving 2 bin stocks at stores based on past consumption data.
- Responsible for Purchase functions- related to all products & services
- Maintaining at least 3 to 4 vendors for the raw materials, production consumables and service with well payment terms.
- Intimating to maintain minimum stocks at suppliers warehouse to avoid excessive inventory at plant level.
- Executing the rate contracts with finalized suppliers and transporters and service providers.
- Daily updates on production, purchasing materials, quality issues and validate the quality matters with concerned department's heads.

- Initiating weekly meeting with purchase, stores and logistics team.
- Effectively follow-up with stores team to generate daily material report and complete GRN process.
- Coordinating with SQA and production team for the inward materials inspection, and informing to suppliers if any rejections or deviations through NCR management process.
- Generating monthly stock statement from stores and conducting frequent audits controlling the inventory.
- Communicating materials moments to customers through mail with materials matching sheet.
- Arranging trucks for the inward & outward activities, coordinating with transporters for the smooth flow.
- Expertise in developing local vendors for reducing the cost of procurement material
- Arranging service (AMC) for the machineries, Calibrations for the equipment's
- Follow-up with finance team for the payments to maintain the smooth flow with vendors
- Prompt action on clearing the NCRs by taking CR / arrange the replacement material from supplier.
- Non-moving materials converted into usable materials by effective planning.
- Coordinating with EHS & IMS teams for the audits.

Purchasing assistant – BMR INDUSTRIES PVT LTD. (May 2017 – NOV 2019)

- Purchasing of all kinds of materials including engineering, chemicals, housekeeping, stationary etc.
- Reviewing of RFQs from different departments and floating inquiries to the vendors.
- Based on inquiries we create Item codes & vendor Codes as Well.
- Making of comparative statements, Negotiations with the vendors, finalizing the order and making Purchase orders using the ERP.
- Based on Comparative statement, Sent vendor Registration form and process Vendor Code in ERP.
- Planning and follow up with the vendors for the timely delivery of the materials to the factory.
- Preparing weekly reports for the materials and follow up with the vendors for the on time delivery.
- Local purchase, new vendor development and existing vendor management.
- Follow up with store to process Goods Receipt on time to reduce the delay of Payment.
- Follow up with the accounts department for the on time payment to the vendor as per agreed terms & conditions.
- Follow up with vendors regarding any defects, missing parts and rejection of the materials.
- Understanding the part & machine drawings regarding the procurement of the spare parts of engines and motors.
- Continuously monitoring and evaluating the vendor performance.

CAREER ACHIVEMENTS

- Manages all aspects of the development, negotiation, and execution of contracts with suppliers.
- Identifies and negotiates contract opportunities to leverage the buying power of the organization in order to lower the cost of procurement of goods and services.
- Reviews and interprets vendor contracts for accuracy and completeness. Manages contracts with suppliers to ensure supplier compliance.

Ensured minimum ageing stock, and regularly cross check with stores for stock statement.

SOFTWARE SKILLS

- Presently working on SAP-MM Module, R/3 Architecture
- Worked in Frontalrain ERP.
- Proficiency in Microsoft office-Word, Excel, Power point presentation.

ACADEMIC PROFILE

- B. Tech in **Electronics & Communication Engineering** from Geethanjali Institute of Science & Technology under **JNTU Anantapur** in the year 2017
- Intermediate at Sri Chitanya Jr. College Nellore in the Year 2013.
- S.S.C - Board of Secondary Education at Kranthi E.M High School in the year 2011.

PERSONAL DETAILS

- Father name : TANGIRALA SAI ANOOP
- Date of Birth : 10/12/1996
- Nationality : Indian
- Marital Status : Married
- Languages known : Telugu, Hindi, English.
- Permanent Address : 1-22, Mugachinthala Village, Podili Mandal, Prakasam Dist – 523241.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Place:

(Sai Anoop T)