RESUME

JEEVA S

CONTACT:

Present Add: Coimbatore-641014
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(Asst_Purchasing Manager)

Purchasing Manager with Seven Years of Experience possessing extensive Knowledge in purchasing and material management, supply chain, and logistics with a solid history of achievement in strategic evaluation, selection and contract negotiation.

SKILS

- **Global Sourcing/Online Offline**
- **Fabinfo ERP**
- **Supplier Negotiation**
- **Business-Business**
- **Store Implementation**
- **Forecasting**
- **Material Management**
- **Material Recruitment Planning**

Work Experience

Company:

- **Adil Textiles Pvt ltd-tiruppur** **JUNE2022-Present**
- **Anand Electronics and Industry's -Hosur** **2018-2022**
- **Kongu Engineering College-Perundurai** **2014-2017**
- **RK Exports-Karur** **2012-2013**

Responsibilities:

- **Taking active part in monthly material resource planning (MRP), placing the orders on timely basis.**
- **Stock Maintaining in ERP Software.**
- **Smooth handover of rate, reduction / increase cases from Nominated vendor development department and taking timely actions.**
- **Periodic vendor visits and assess vendor rating.**
- **Sample review, Update and share comments with vendor and client**
- **Resolve all escalations with respect to short receipts, delay in receipts, PO mismatch and so on.**
- **Maintaining The GRN, PO, QUOTATION Documents Even Soft and Hard Copy.**
- **Check inward items QAL for meet quality standards**

- **Day to Day Checking the Inward and Outward Documents**
- **Timely review of purchase requisitions.**
- **Ensure & update all material bin cards**
- **Liquidation of non-moving stock and timely reporting.**
- **Timely availability of material from sub-con and ensure material reconciliation is happening on timely basis.**
- **Responsible for inward logistics movement.**
- **Responsible timely delivery and good quality supply of material.**
- **Strong coordination with all the departments of the company.**
- **Setting up proper systems in place for procurement function.**
- **Submission of MIS on timely basis.**
- **Responsible from purchase requisition till payment to suppliers.**
- **Responsible for purchasing Stationary, Trims and Accessories.**
- **Prepare purchase order for the requirement given from production end.**
- **Responsible for the quality of goods received.**
- **Need to calculate the quantity based on the cutting data and deliver it to next section.**
- **Responsible for the wastages, and reduce the wastage.**
- **Responsible for maintaining monthly stock based on order quantities.**
- **Responsible for sourcing man power.**

Qualifications Education

Engineering Diploma in Electronics and Communication-2011 72 % with 1st Class

Additional Skills

- **Administration/Management/Purchasing.**
- **7 years' experience as a personal assistant.**
- **Organizational and time-management skills.**
- **MS Office suite and other relevant software.**
- **Handle with Care confidential information with discretion.**
- **Ability to work in a fast-paced environment.**

Personal Details

S/O Mr R Seenivasan

DOB: 17-06-1992

Married.

Native: Erode