

ABHISHESH KUMAR SAXENA

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Date of Birth: 05 June 1979

PURCHASE, INVENTORY STORE MANAGEMENT

Job Objective: Seeking senior/Middle level assignments in Purchase / Materials Management / Store Operations / Inventory Management / Vendor Development with an organisation of high repute.

PROFILE AND STRENGTHS: -

- ⇒ A focused Stores, Inventory Purchase Management professional offering over **21 years** extensive experience in Inventory Control, Purchase & Dispatch operations.
- ⇒ Has successfully handled documentation procedures for ISO compliances & is functioning as internal auditor.
- ⇒ Skilled in achieving maximum economy in stores operations applying latest inventory control systems.
- ⇒ **Working exposure across SAP, ERP online System, Excel & Monark Tally9 Inventory software with good communication and analytical skills. Major skill areas are:**

**Store Keeping
Team Management
Detail -Oriented
Purchase**

**Inventory Control
Material Management
Export Operations
Cost Reduction**

**Purchase Control
Logistics/ Dispatch
Accounts/ Sales Tax
ABC Analysis**

AREAS OF EXPOSURE

Career Summary

- ⇒ Expertise in developing local vendors, reducing the cost of procurement of material.
- ⇒ Successfully implemented vendor development programs including training for vendors.
- ⇒ Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- ⇒ Working knowledge of SAP (also join in Team to implement SAP in Bawal Unit) & ERP.

Key Skills

For Purchase Management: -

- ⇒ Setting up the weekly, monthly, quarterly procurement plan.
- ⇒ Procurement of raw material from national market.
- ⇒ Development of alternative local sources for imported raw materials which helps in cost saving.
- ⇒ Purchasing machines with improved technology to increase production.
- ⇒ Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- ⇒ Implementing systems to avoid situations like over-stocking or out-of-stock which cause production.
- ⇒ Finalization of Annual Rate Contracts of Material related to General Mechanical Department Tools, Bearings, Belting, PP Bags, Lubricants, Process Chemicals and Electrical Items etc.
- ⇒ Finalizing of various Materials Groups Like, Electricals, Instruments, Packaging, M.S. Pipe & Fittings, Rollers, Centrifugal Pumps and spares, S.S. Pipes & Fittings, Centrifugal Machine Spares, Lubricants, Process Chemicals as per ARC and Quotations.
- ⇒ Cost Reduction.

For Vendor Development: -

- ⇒ Effective management of vendor database.
- ⇒ ABC classification of vendors based on criteria like cost, quality, timely delivery etc.
- ⇒ Development of new vendors.
- ⇒ Conducting training for vendors to educate them about company's requirements and help them in improving their performance.
- ⇒ Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- ⇒ Timely clearance of payments & handling vendor inquiries.
- ⇒ Running programs to evaluate vendors based on the feedback from internal stake holders.

- ⇒ Developing reports on various programs run
- ⇒ Vendor Development for Mechanical, Electrical, Instrumentation, EDP etc.
- ⇒ Floating Enquiry, Receiving Quotations and negotiating with vendors.
- ⇒ Finalizing the Purchase orders for A, B & C Class Items.
- ⇒ Fixing Discounts on various price list items and regular items to be used like Fasteners etc.
- ⇒ Follow up with Vendors till Receipt & Final approval of Material.
- ⇒ Assignment of Bin to Material in SAP along with physical so that it can be easily identified.
- ⇒ Daily analysis of consumption and receipt by stores clerk.
- ⇒ Analyzing and finalizing the pending issues and receipts withing 3-5 days.
- ⇒ Analyzing Slow moving and Non-Moving Materials on behalf of their value and consumption.
- ⇒ Sale of various scrap material like M.S. (Light and Heavy), S.S., Armature of Motor, Nickel screen scrap generated from various houses.

Achievements

- ⇒ Cost saving project: - Reduces size of display label, annually saving 2.5 L. P/A
- ⇒ Cost saving project: - Increase size of corrugated carton increases packing size annually saving 36L. P/A
- ⇒ Develop a box for keeping medical instrument use for surgery.
- ⇒ Cost Reduction by almost 5%-7% by developing new vendors and renegotiating the prices.

Store Operations: -

Managing stores operations: ensuring optimum inventory levels to achieve maximum cost savings without hampering the production process.

- Accountable for Store Management Including SAP operation Observing BOM and Planning accordingly, implementing 5S and follow all SOP.
- Handling the entire domain of material planning operations from raw materials to FGS, for avoiding unwanted expenses.
- Managing data of scrap sold out, N.R.G.P. & R.G.P. inter unit stock transfer material and follow up with contractor.
- Managing of HSN Code of material as per instruction by Govt.
- Streamlining procedures for effective inventory control by ABC analysis for ensuring ready availability of materials.
- Obsolete & Scrap Items: Managing the scrap items for maximum value realization & Chemical & Hazardous Material is maintaining as per govt. rule & MSDS. Identifying slow and non-moving item & avoiding the down time.

Commercial Operations: -

- Accountable for Vendor Bills claims and payment.
- Accountable for all Goods Service Tax (GST) Matters.
- Responsible for vendor reconciliation and month wise closing.

Man Management: -

- Assessing the training needs of the various employees in co-ordination with the various department heads in the respective departments.
- Conducting skill gap analysis, meeting training needs and promoting multiskilling on the shop floor. Maintaining discipline and developing quality culture in the work.
- Actively involved in employee mentoring, coaching & counseling, appraising, and reviewing performance, ensuring optimum performance.

Documentation: -

- Handling the entire range of documentation operations from material movement from began to end thus ensuring control of extra Inventory as well as an extra manpower.
- Leading the efforts for controlling inventory via software thus saving valuable time/ manpower by using ERP, or Tally to Smooth Operation, basically our Records are maintaining Through SAP.

INFORMATION SYSTEM: -

Preparing various reports such as Indent Vrs Purchase Orders, Purchase Order Vrs. Material Received, Material Received Vrs Rejection/ Shortage and excess, shortage reports, excess inventory, Vendor Rejection, Line Rejection, Monthly Purchase & Monthly Issue as per Cost Center, Red Inventory and inventory does not use after purchase.

Dispatch & Logistic: -

- Accountable for ensuring dispatching the goods at the right time, right quality & with proper documentation procedures after thorough check.
- Planning with the sales Dept. Day to day Dispatch & Formalities.
- Preparing/ handling Dispatch/ logistic related documents as ARE/ Commercial Invoice/ Packing slip/ Local Invoice, Delivery Challan and Company provided documents.
- Confidential documents in relation to Buyer communication. Negotiating with transporters to achieve seamless and cost-effective movement of consignment, ensuring timely deliveries.

KNOWLEDGE: - 5S, KIOZEN, JIT, SIXSIGMA and all other certification to simplify process.

My Strength: - Team work, hardworking & self confidence

My Key Result Area: -

- To monitor all levels of materials and reduction the cost without compromise of quality and Production.
- Successfully handling MM muddle of SAP.

Co-ordination/Follow-up: -

- Co-ordination and follow up with: - Vendor/Vender Development/Job work/ PPC/Assembly/ Production/Q.C./Marketing in respect of shortage, urgent receipt, Quality and accounts.

General Administration & Teamwork: -

- Ensure general administration and discipline.
- Ensure teamwork working culture.
- Ensure on-the-job training and welfare of staff.

ORGANISATIONAL EXPERIENCE: -

Dhampur Bio Organic Mills Ltd.
Sr. Manager Material

09 Sep 2022 – Till date

Dhampur Bio Organic Mills Ltd is a focused, growing corporation having core competencies in the areas of sugar. With 3 sugar mills, 1 distillery in Uttar Pradesh, Our product Sugar, Biofuels, Ethanol. Our plant capacity 8000 TCD with 33 Mw renewable energy.

Wave Industries Pvt. Ltd
Manager Store (SPD)

Oct 2017- 08 Sep. 2022

Wave Group - a leading business conglomerate that has expanded across industries to create a niche for itself. The integral beliefs of the Group are founded on hard work and team spirit. Wave Group boasts an impressive portfolio of businesses, including sugar manufacturing crushing capacity of 8,500 TCD with MW co-generation, 23MW export, beverages, and steel plant capacity 200 ton/day of tor steel. Wave Group commissioning 131 KL cap Distillery plant at Dhanaura and bring into operation till december-2021, Uttar Pradesh alongside its sugar manufacturing unit, has the manufacturing capacity of 72,000 MT per annum. The steel business of Wave Industries has been a major contributor to the India's manufacturing growth.

Uttam Sugar Mills Limited
Asst. Manager Store and Purchase

Sep 2014 – Oct 2017

Uttam Group Established in 1969, the Uttam Group of Companies, today, is a multi-faceted, multi-location conglomerate with operations across the globe. The Company has four sugar plants out of which 3 plants are in Uttar Pradesh and 1 plant is in Uttarakhand. These plants have an aggregate sugarcane crushing capacity of 23,750 TCD. Unit Wise Crushing Capacities are as below. Unit-1- Libberheri – 6,250 TCD, Unit-2- Barkatpur – 7,000 TCD, Unit-3- Khaikheri – 4,500 TCD & Unit-4- Shermau – 6,000 TCD. To reduce dependence on sugar sector cyclicity, the company has diversified into co-generation at all its units and establishment of 75 KLPD ethanol distillery Energy Development Agency (UPNEDA) has accredited Khaikheri unit for 5 MW.

Isgec Heavy Engineering Ltd.
Asst. Engg. Store

March 2012 - Sep 2014

Isgec Heavy Engineering Ltd is a diversified global engineering company based in India. Established in 1933, Isgec Heavy Engineering Limited is a multi-product, multi-location public company providing engineering products to customers across 76 countries.

MOSER BAER INDIA Ltd. Greater Noida
Asst. Store

Feb 2003 - March 2012

Moser Baer India Limited is a leading global tech-manufacturing company. Established in 1983, the company is one of the world's largest manufacturers of Optical Storage media like CDs and DVDs. Every 5th disc manufactured globally belongs to Moser Baer and it is the lowest cost optical media manufacturer in the world. The company is also the first to market next-generation of storage formats like Blu-Ray discs and HD-DVD in India. Moser Baer Solar Limited (MBSL) and Moser Baer Photo Voltaic Ltd (MBPV) are subsidiaries of MBIL involved in solar business.

ACADEMIC: -

- **M.B.A. from Sikkim Manipal University**
- **Diploma in Store Management from Indian Institute Baroda (Guj.)**
- **ITI in Fitter from S.C.V.T**
- **B.A. (Economics, History) From M.J.P. Rohailkhand University Bareilly**
- **12th from U.P. Board Allahabad**
- **10th from U.P. Board Allahabad**

PERSONAL DETAILS: -

- **Father's Name** : Sh. Umesh Chandra Saxena
- **Hobbies** : Travelling, Music, Book Reading & Games,
- **Current CTC** : 9.11 Lacs
- **Expected CTC** : Negotiable
- **Notice Period** : 30 Days
- **Total EXP** : 21 Yrs.
- **Languages** : Hindi, English
- **Current Job Location** : Mansurpur (Muzaffarnagar) U.P.

DATE:

PLACE:

(ABHISHESH KUMAR SAXENA)