

N.KUBER

PROFILE INFO

Having 13 Years of professional experience, Seasoned campaigner in operations, product management with diverse hands-on experience in areas of Supply chain and Order Management, Order Fulfillment (E2E). Core competencies include End-to-end Supply Chain Operations, Material Management, PO Management and Vendor management.



EDUCATION

MASTER OF SCIENCE 2008 - 2010
MADRAS UNIVERSITY

- Graduated in Information Technology

BACHELOR OF SCIENCE 2005 - 2008
MADRAS UNIVERSITY

- Graduated in ISM

SKILLS

- SAP S4 HANA
- SAP MM, SAP SD
- SAP Ariba
- ERP Systems
- Power Automate
- Adobe Photoshop, Canva
- MS Office Packages

LANGUAGES

- English
- Tamil
- Hindi (basic)

CONTACT

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📍 Spain S08, International City, Dubai

EXPERIENCE - I

SALES SUPPORT COORDINATOR V
HEWLETT PACKARD INC (11 YEARS)

Mar 2013 - Till Date

MATERIAL MANAGEMENT: (Buyer Role)

- PO creation, PO Amendments, Cancellation, PO Management report.
- Sourcing Suppliers
- Reviewing Quotations
- Supplier Negotiations
- Vendor Management
- Purchasing
- Inventory Control
- Logistics
- Invoicing
- Part Setup
- PIR Creations
- Vendor Account Setup
- Stock Transport
- Purchasing
- ASN

PLANNING AND FORECASTING:

- Resource allocation/ planning for optimal utilization of available capacity
- To identify the products based on Run rate.
- To identify the products in master data for forecasting work in a data driven way
- To figure out the right metrics and closely monitor the stock out situations to gauge the health of the process.

ORDER MANAGEMENT:

- Supporting End-to-end supply chain operations of delivering HP goods to partners across various countries.
- Analyzing the requirements and Replenishing goods to the partners accordingly.
- Effectively managing multiple orders to ensure that they are delivered on time, within budget and to the company standards.
- Performing Front End order Validations based on various blocking codes.
- Performing Order Management.
- Ensuring Sales order creation and maintenance
- Ensuring shipment of goods on time
- Handling customer queries regarding product release, recovery, and availability details
- Co-ordination between the order management team, and the engineering team
- Handling all kind of partner queries
- Responsible for maintaining partner's stock based on their agreed inventory terms (Europe Partner's - Around 10 partners).

ORDER FULFILLMENT:

- Part of Scitex Order Fulfilment team and tracking those orders throughout the life cycle.
- Responsible for shipping and delivering the product on time to the customers respecting the first commit ship date.
- Played a key role in Co-ordinating with Depot team to reserve the booking slot for the customer prior to the delivery.
- Ability to handle the critical customer orders and recommend necessary actions to ship them within SLA.
- Exceeding the expectations in all KPI's (Weekly, Monthly Metrics).
- Query Management - Internal & External Queries through emails, Skype Calls and IM conversation.
- Trained the new joiners in the process to work with Error free processing.
- Acquired knowledge in SAP Fusion, ERP systems, MS Office and Share point.

Procurement P2P:

- Managing Procurement and invoicing activity.
- Coordinate with operation team to receive the Purchase request.
- Reviewing the Purchase Request PR with SAP BI launchpad.
- Actively following up with vendor for PO delivery status.
- Making sure all the invoices are processed in respective timeliness.
- Ensuring the shipment reach to client on time.
- Tracking the Shipment from origin to destination and ensure GR & IR are posted on time.
- Analyzing the problem related to PO & invoicing discrepancies.
- Scanning team for invoice scanning & triggering to AP team for initiate the payment process.

EXPERIENCE - II

CITIZEN SERVICE EXECUTIVE

CMC LIMITED (A TATA ENTERPRISE)

Mar 2011 - Jan 2013

(1 YEAR 10 MONTHS)

Roles & Responsibilities:

- Assist in the translation of Passport Application Form
- Grievance Registration & Escalation
- Customer Query & Problem Solving
- Enter Form Data into the system & upload the attachments.
- Capture Signature, TI, Biometric Fingerprint & Digital Photographs of the Applicants
- Resolve & Escalate Citizen Queries & issues to CSM.

ACHIEVEMENT

- Received spot awards, Shining Star, Paramount Achievement and PMS Topper, appreciations from Client for the best performer for consecutive 2 years.
- Received appreciations from management for Employee Engagement for Fun and Floor activities.

DECLARATION

I hereby affirm my expertise in the field of supply chain management, declaring all information provided to be true and accurate. With confidence in my abilities, I am committed to contributing effectively to any work environment. I adhere to the highest standards of professionalism and integrity in all endeavors.