

NARESH KUMAR U

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CAREER OBJECTIVE

Accomplished and goal driven enthusiastic Purchase Officer with 10 years of experience and expertise in managing procurement of materials and equipment's as well as inventory management and cost analysis.

Highly focused with a comprehensive understanding of sourcing and procurement strategies and successfully employing best business practices to improve efficiency and reduce operating costs for enhancing operational performance.

WORK EXPERIENCE

From July - 2012 to April – 2022:

Worked as “Senior team member” in “Purchase department” of MRF TYRES LTD, Trichy (Bias-TCC) - India's Leading Tyre Manufacturer & World's Largest Tyre Manufacturer.

JOB PROFILE

- Mid user in SAP AFS Module which facilitates inventory monitoring, appraise and re-optimize distribution channels in respect of service requirements and cost effectiveness of the operations core team member in Trichy manufacturing plant, which drives the organization by monitoring daily procurement metrics.
- Developing, sourcing & procurement strategies and innovation in maintaining inventory to consistently meet the requirements. Negotiates with the vendors for the best purchasing package.
- Responsible for all subcontractor assignments and improving their efficiency.
- Specialized in liaising with external and internal auditors and other yearly audit and compliance requirements.

ROLES & RESPONSIBILITIES

- Responsible for leading the core team which is accountable for PR to PO conversion, Vendor development, Procurement of spares and Equipment's, Vendor payments, Stock audit, and Inventory Control.
- Core & authorized member of Trichy - Bias Plant for new vendor development & cost reduction.
- Co-ordinating team for on-time PO issuing for spares, services and subcontracting vendor performance management.
- Expertise in handling suppliers & service contractors and finalizing the Incoterms.
- Responsible for handling Capex procurements and AMC (Annual maintenance contract).
- Expertise in handling high value Projects and on-time monitoring.
- Core person for handling internal & external purchase audits.
- Verifier and approver of local purchase items.
- Monitors and ensures on-time vendor payments.
- Responsible for the reduction in stock adjustment losses.
- Expertise in Handling CSR Projects.

PROJECTS AND ACHIEVEMENTS

- As a team, 26 vendors have been identified and implemented in the plant within a period of 1 year as part of new vendor development & cost reduction projects.
- Especially recognized for saving Rs.1.19 Crores by price reduction comparing with previous years by inducting new vendors and products.

- Achieved 98.76% of on-time payments by proper finalization of Inco and Payment terms.
- Successfully implemented and handed over all the CSR projects within timeline.

SKILLS AND EXPERTISE

- SAP MM Module.
- New Vendor Development.
- Procurement.
- Inventory Management.
- Manpower & Contractor Management.
- Request for Quotation.
- Supplier Negotiation.
- Annual Maintenance Contract.
- Cost Savings.
- Purchaser Order.

From March 2006 to July 2012:

Worked as “Senior Sales Officer” in “Accounts opening department” of HDFC Bank LTD.

Role : Opening Current and savings account (CASA). Meeting the customers to receive the deposits.

ACADEMIC CREDENTIALS

Qualification	Institution	Marks
B.COM (2006)	R.K.M. Vivekananda College	60%
HSC (2003)	S.M.D.P.V.C. Higher Secondary School	85%
SSLC (2001)	S.M.D.P.V.C. Higher Secondary School	60%

TECHNICAL SKILLS

- Diploma in computer application (PGDCA).
- MS-Office.
- Tally (Version 6.2)

Languages Known : Tamil, English.

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

Naresh Kumar U