RESUME

SARAVANA KUMAR. J

529, SAMPIGE ROAD,

MALLESWARAM, BANGALORE – 3 MOB: 8217065337

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**Objective:**

Seeking a Position, that explores my knowledge and skills for the benefit of the organization as well as me, in the field of Purchase Management by accepting the challenging tasks.

**Academic Qualification:**

B.Sc. (Computer Science) with aggregate of 60% in Annamalai University

+2 State Board Tamil Nadu – 79% (Commerce)

**Technical Skills:**

Application Packages: MS-Office

Operating System: Microsoft windows (XP, win 7, Win 8 / 10 / 11)

Experience in Digital Marketing (CANVA, FACEBOOK ADS, GOOGLE ADS & YOUTUBE ADS)

# Work Experience:

**Company: EXCEL CHEMICALS, BANGALORE**

Duration: Since from 9 - JAN -2009 to Till Date.

Designation: Purchase Manager

**Experience:**

15 Years (2009 – Till Date)

**Duties & Responsibilities:**

* Purchase of Chemicals – Lab Chemicals, Bulk Acids & Solvents.
* Processing of Lab Chemicals, from raw material procurement to finished product dispatch
* Setting up the weekly, monthly procurement plan.
* Procurement of raw material from Domestic and International market.
* 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 and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.
* Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.
* Work with team members and procurement manager to complete duties as needed.
* Maintain high professional relationship with vendors.

**Skills:**

* Work Experience in Purchase Software – “Refrens”
* Proven experience in procurement in Bulk Chemicals and Solvents.
* Having a good knowledge on raw material vendors and supply chain management.
* Import of Biotech Products from TAIWAN.
* Exporting LAB CHEMICALS to KUWAIT & SAUDI ARABIA.
* Proficient in MS Office, CANVA, FACEBOOK ADS & GOOGLE ADS.
* An analytical mind with problem-solving skills.
* Excellent organizational and multitasking abilities.
* A team player with leadership skills.
* Preparing Papers for Hazardous and Non-Hazardous Chemicals for export and getting approval from Govt. Authorities like Chamber of Commerce.
* Marketing & Business expansion visit to Sri Lanka & Bangladesh.
* Capable of quick learning of new ERP software.

Languages Known:

Kannada, Telugu, Tamil & English

Personal Details**:**

Fathers’ Name: S.R. Jaganatha Raja

Date of Birth: 10-04-1979

Sex: Male

Age: 44

Nationality: Indian

**Declaration:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I bear the responsibility for the correctness of the particulars.

Date: Yours Faithfully,

Place: Bangalore

(Saravana Kumar J)