

Vinayak.S.M



Contact

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Training & Skills

- SAP SD & MM modules
- Project management
- MS Office | ZOHO
- SAP Master Data
- Global Audits
- **LEAN** - Business Process Improvement Training
- Chief Negotiation Training- Foundation level

Academic Project

- An Analysis of Export Operation - Trivandrum Air Cargo Terminal

Personal Details

- Date Of Birth : 23/11/1990
- Marital Status : Single
- Hobbies : Trading, Games
- Languages : English, Hindi, Malayalam
- Nationality: India (Kerala)

Visa Type

- Visit Visa

Summary

Supply chain professional with more than seven years of experience in order management, strategic sourcing and logistics projects, procurement audits, tenders, customer service, contracts, SAP master data and LEAN.

Experience

Specialist -Customer Service- BO IN (Order Management)

Henkel Adhesives Technologies-Mumbai, India(28th Mar 2022-18th Mar 2023)

- Creating Sales orders, Credit /Debit notes, FOC orders, Return orders.
- Performing sales order cancellation and order amendments in SAP.
- Creating the quality notifications in SAP and updating the CCMS.
- Drives continuous improvement & identifying areas for automation.
- Master data issue resolution- customer, material, pricing & contract.

Customer Service Representative

Thermo Fisher Scientific-Mumbai, India (6th May 2019 – 25th Mar 2022)

- Creating and maintaining quotations & processing orders in SAP.
- Preparing and submitting tenders as per RFT.
- Co-ordinate with finance for getting SO released from credit block.
- Co-ordinate with SCM for ensuring timely availability of materials.
- Creating AMC, CMC and extended warranty contracts in SAP.
- Timely communication to the customers on their order position.
- Creating and maintaining equipment master in SAP.
- Initiating customer creation requests, preparing delivery challan etc.

Business Process Management Specialist (Sourcing Projects)

Baker Hughes, a GE company–Mumbai, India(18th May 2015 – 8th Nov 2018)

- Creating and maintaining purchase requisitions in SAP.
- Floating RFQ's, following up, evaluating and maintaining in SAP.
- Vendor recovery projects - ~\$450K recovered from suppliers.
- Contract management, vendor registrations & vendor categorization.
- Supporting sourcing team in discounts and payment terms initiatives.
- Performing baseline pricing calculations and price validation.
- Creating and maintaining purchase info records, quality info records, source list and purchasing/planning master data in SAP globally.
- Logistics projects to identify the reason of demurrage charges.
- Performing purchase order v/s purchasing info records audit globally.

Education

Course/Degree	Board/university	Year
Post Graduate Diploma in Management(PGDM)	IIBR- (AICTE)	2013-15
Post Graduate Diploma in Foreign Trade	University of Pune	2014
B.com with computer applications	University of Kerala	2011
AISSE	C.B.S.E	2008
AISSE	C.B.S.E	2006

PGDM Specializations

- Supply Chain Management, International Business - (3rd Rank Holder)