

# Vinayak.S.M



## Contact

**Address:** Building No: 1178, Flat No: 104, Opposite Al Madina Shopping Center, Muwaileh, Sharjah, UAE.

**Phone:** +971528359692

**Email:** sm.vinayak23@gmail.com

## 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(28<sup>th</sup> Mar 2022-18<sup>th</sup> 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 (Service Operations)

Thermo Fisher Scientific-Mumbai, India (6<sup>th</sup> May 2019 – 25<sup>th</sup> 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 (Supply Chain Projects)

Baker Hughes, a GE company–Mumbai, India(18<sup>th</sup> May 2015 – 8<sup>th</sup> 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 - (3<sup>rd</sup> Rank Holder)