



## JOB OBJECTIVE

Procurement and sourcing professional with expertise in strategic sourcing, vendor management, and supply chain optimization. Seeking senior management roles in procurement and sourcing in the chemical, pharmaceutical or IT industry

## EDUCATION

**Sep'22 – Nov'23:** Professional Certificate Programme (EPGDM) in Supply Chain Strategy and Management Batch 5 from Indian Institute of Management Kozhikode

**2010:** MBA – Marketing And H.R With 66.66 % DAVV Indore ( VITM Indore)

**2007:** B.Pharmacy - With an aggregate of 66.5 % from Bansal College Of Pharmacy , Bhopal .Affiliated with RGPV Bhopal

## CORE COMPETENCIES

- Strategic Planning
- Sourcing & Procurement
- Cost Reduction Initiatives
- Quality Assurance & Control
- Team Management & Leadership
- Cross-Functional Coordination
- Business & Operational Excellence
- Materials/Inventory Planning & Management
- Demand Planning & Forecasting
- Vendor Evaluation, Management & Negotiations
- Contract Management

## TECHNICAL SKILLS

- Oracle
- SAP MM

## PROFILE SUMMARY

- Result-oriented versatile & achievement-driven professional with **over 16 years** of experience, focused on managing a wide spectrum of tasks in Strategic Sourcing & Procurement, Vendor Evaluation & Negotiation Management, Service Contracting, Materials Management, Raw Material Procurement, Spend Analysis and Cross-Functional Coordination.
- Currently working as **strategic Buyer** with **SRF Limited Dahej (Specialty Chemical Business)**.
- Insightful intelligence in managing supply chain operations involving tendering, contracting, technical evaluation, quotes generation (RFQ), techno-commercial negotiations and settlement of bids & bills to ensure maximum profitability
- Exhibited excellence in formulating various purchase/procurement related policies & procedures; enforcing adherence to requirements and advising the management on needed actions.
- Proficient in utilizing SAP Procurement and Oracle for efficient sourcing and vendor management, ensuring streamlined processes and accurate documentation.
- Successfully completed **PGDM eMDP professional certification program** in Supply Chain strategy and management from **Indian Institute of Management Kozhikode**.

## WORK EXPERIENCE

**Since Jul'18 | SRF Limited Dahej (Specialty Chemical Business) | Strategic Buyer M-1 Band.(Senior Executive/Assi. Manager/Deputy Manager)**

### Key Result Areas:

- Developing a global sourcing framework to analyze demands patterns, identifying short & long-term requirements for price sensitive articles in each category and supervising the implementation for the same.
- Negotiating with vendors to procure essential materials at reasonable price and ascertaining alternate dealers for business consolidation.
- Playing a key role in maintaining proper inventory; implementing systems for avoiding situations like over-stocking/out-of-stock.
- Engaging in formulae costing as per Benchmark price; meeting global price standards for avoiding demand supply and save opportunity cost from Manufacturers.
- Maintaining Continuous Process Improvement (CPI) Process by managing and directing supply chain scorecard for the region; monitoring performance by highlighting progress and areas to improve.
- Ensuring UN certification for all Hazardous packaging for Dahej Site.
- Streamlining the system & procedures for effective material control towards ensuring a ready availability of materials.
- Coordinating with both trader and manufacturers; conducting pricing research and using the advantage of economies of scale, procuring directly from manufacturers at best prices.
- Leveraging skills in **Oracle Business Suit 12.2.10 Version**.
- Implementing processes to reduce input costs by ordering components based on annual forecasts to take advantage of economies of scale
- Nourishing day-to-day relationship with vendors; ensuring achievement quality norms for smooth flow of operations of required items
- Planning, organizing and controlling all requisite activities to perform such as techno – commercial evaluation, negotiation, recommendation, ordering, inspection, expediting & tracking, reporting, logistic and delivery and so on.

## SOFT SKILLS

- Communication
- Planning
- Leadership
- Problem Solving
- Decision Making

## PERSONAL DETAILS

Date of Birth: 10<sup>th</sup> November 1984

Languages Known: English, Hindi & Kannada

Address: House number 59 Aadil Avenue -2 near Iqra ITI College Bharuch-Dahej Road, Kukarwada, Dehgam, Bharuch, Gujarat - 392012

- Developing relationships with new suppliers, ensuring their ability to meet the organization's stringent specifications for raw materials as per Standard Operating Procedures (SOPs). Files applications for UN Certification through vendors when necessary.
- Maintaining frequent communication with various teams including Production, Quality Assurance, Quality Control, Business Development, CTG, Finance, SSC, and other stakeholders to ensure smooth work accountability and coordination.

**Apr'12 – Jun'18 | Sahajanand Medical Technologies Pvt. Ltd., Surat (Guj) (ISO 13485: ISO 9001: GMP Certified Co.) | Assistant Manager – Material Management & Procurement**

### Key Result Areas:

- Sourced, selected, and negotiated with suppliers to obtain the best prices and terms for materials.
- Managed vendor relationships, including contract negotiations, performance evaluations, and issue resolution.
- Collaborated with internal stakeholders to understand material requirements and forecast demand.
- Responsible for the procurement of chemicals, glassware, capital goods, supplies, services, and Active Pharmaceutical Ingredients (API) for the production and Research & Development (R&D) units.
- Ensures all purchases for the Special Economic Zone (SEZ) unit comply with applicable laws and regulations; provides vendors with necessary tax exemption certificates.
- Coordinates with the accounts department for bill processing and verification of prepayments.
- Leveraged skills in **SAP – MM**.
- Manages Annual Maintenance Contracts (AMCs) with suppliers for equipment such as HPLC machines, weighing machines, etc.
- Represents the Purchase department during ISO 13485, ISO 9001, Good Manufacturing Practice (GMP), CE, and Quality Management System (QMS) audits.
- Monitored inventory levels and develop inventory management strategies to optimize stock levels.
- Ensured compliance with company policies, procedures, and regulations related to procurement and material management.

## PREVIOUS EXPERIENCE

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**Feb'11 - Apr'12 | Bennet Pharmaceuticals Ltd, Vadodara (Guj) | Executive – Production planning & procurement**

**May'08 - Aug'09 | Ronald Pharmaceuticals Pvt. Ltd., Vadodara (Guj) | Production Officer. (Formulation)**