

AV.SRIDHAR

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*A versatile, high-energy technocrat seeking assignments in Purchase & Procurement Operations / Material Management with an organization of high repute preferably in Construction & Infrastructure sector
Location Preference: Chennai*

PROFILE SUMMARY

Aspiring professional with over 27 years of experience in:

Procurement Operations Team Management

Vendor Management Material Management

- Skilled in supervising & controlling the logistics services at vendor's end and providing valuable suggestions for efficiency enhancement
- Gained experience in areas like identifying, developing and accessing vendors to strengthen supply chain effectiveness
- Adept in overseeing overall functions of materials management entailing sourcing, procurement, logistics, etc.
- Proficient in managing the material on day-to-day basis, conducting work study and ensuring proper yields & quality
- Quality experience in entire gamut of materials management activities including cost control, monitoring inventory levels, stock management, and liaison with vendors for timely procurement of various items
- Adroit at performing order management duties on an accurate and timely basis from order entry up to on-time delivery including issue of order
- An effective communicator with excellent planning and leadership skills

CORE COMPETENCIES

Purchase / Sourcing Operations:

- Developing vendor base for obtaining timely procurement of materials at favourable terms and preparing purchase schedules for timely procurement of materials, raw materials & capital equipment
- Preparing purchase/ work orders, formulating comparative statements, analyzing quotations, checking all bills, finalizing them as per purchase terms and forwarding the same to concerned department

Vendor Management:

- Acquiring potential vendors/ suppliers for achieving cost effectiveness and assessing their performance based on competitiveness, reaction capabilities, etc.
- Following-up with vendors for timely deliveries, release schedules & quality checks and ensuring timely payments to them

Materials Management:

- Finalizing the specifications of materials, establishing quality & quantity limits for effective inventory control and reducing wastages
- Handling the stock of material without any variance by conducting verification, documentation, receipts, issues and accounting by monitoring the inventory

ORGANISATIONAL EXPERIENCE

Since August 2020 - ARUN EXCELLO GROUP OF COMPANIES- Chennai as MANAGER - MATERIALS

Key Result Areas:

- Mentoring a team of 10 members of Office Purchase Department
- Accountable for preparation and tracking of BOM (Bill of Material) as per the BOQ
- Identifying the vendors for materials & equipment supplies and negotiating with them for product availability & terms of sales
- Handling the processing of requisitions and purchase orders for supply of equipment
- Setting up the weekly, monthly, quarterly procurement plan.
- Development of alternative local sources for imported raw materials which helps in cost saving
- Developing good & healthy relationship with Suppliers
- Planning of purchase functions, involving cost estimation.
- Cooperation with the Project Team to maintain optimum inventory
- Cooperation with the Finance department for timely payment of vendor's bills.
- Mentioning vendor's database, Development of new vendors.

- Managing the budget of Purchase Department to allocate fund based on priority
- Evaluating the purchase order claims and contracts as per company's policy
- Responsible for development and execution of purchasing & contract management instructions, policies and procedures
- Carrying out development of specifications for equipment, products and substitute materials
- Addressing & resolving vendor or contractor grievances and claims against suppliers
- Developing the bid awards that requires board approval and reports on market conditions & merchandise costs

NOV '2009 to AUG'2012

VISHRANTHI HOMES PVT LTD , Chennai as DGM- PURCHASE

Key Result Areas:

- Mentoring a team of 13 members of Office Purchase Department
- Accountable for preparation and tracking of BOM (Bill of Material) as per the BOQ
- Identifying the vendors for materials & equipment supplies and negotiating with them for product availability & terms of sales
- Handling the processing of requisitions and purchase orders for supply of equipment

APRIL'1992 to MARCH' 2009 ARUN EXCELLO GROUP OF COMPANIES - Chennai as ASST- MANAGER-MATERIALS

Key Result Areas:

- Mentoring a team of 5 members of Office Purchase Department
- Accountable for preparation and tracking of BOM (Bill of Material) as per the BOQ
- Identifying the vendors for materials & equipment supplies and negotiating with them for product availability & terms of sales
- Handling the processing of requisitions and purchase orders for supply of equipment
- Managing the budget of Purchase Department to allocate fund based on priority
- Evaluating the purchase order claims and contracts as per company's policy

Highlights:

- Acknowledged with Best Performance Award in 2007 for cost control initiatives taken

COMPUTER PROFICIENCY:

- o OS- WINDOWS 2K & XP
- o SOFTWARES- MS office, Build Super fast, IN4 Velocity- ERP

EDUCATION

1992 BA from Bharathidasan University, Trichy
 1988 DPT (Diploma in Printing Technology) from National Institute of Labour Education and Management, Chennai

PERSONAL DETAILS

Date of Birth: 3rd july -1968
 Address: No22 First Main Road ,Arun apartments sadhasivam nagar madipakkam chennai-91
 Languages Known: Tamil , English ,Hindi , Telugu.