

Nayana K.M

Desire the Challenging Position in Materials to Develop Better Ways of extracting, developing, and processing of the materials used to create a diversity of products.



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CORE COMPETENCIES

- Strategic Sourcing
- Contract Negotiation/Management
- Cost Analysis and Cost Reduction
- Supply Chain Optimization
- Inventory Management
- Procurement Process Improvement
- Market Analysis
- Risk Management
- Cross-functional Collaboration
- Vendor Performance Evaluation
- Compliance and Ethical Sourcing
- Continuous Improvement Initiatives
- Data Analysis and Reporting
- Budget Management
- Logistics management.

IT SKILLS

- ERP-Fourth Shift
- Tally
- MS office

EDUCATION

- Diploma with EEE 60%
- SSLC With 71%

PROFILE SUMMARY

- More than 8 years of experience in the Purchase of Direct, Indirect Equipment's from Domestic & National markets
- Involved in Cost improvement initiative Projects to reduce the Total Cost of Ownership (TCO).
- Well versed in Material Planning, Material Sourcing, Vendor development & assessment, Strategic Sourcing and Procurement.
- Energetic and eager to learn new technologies.
- Systematic, methodical, Time and task oriented.
- Proficient in overseeing the end-to-end procurement process, from identifying suppliers to negotiating contracts and managing supplier relationships.
- Skilled in analyzing market trends, conducting supplier evaluations, and implementing cost-saving initiatives to drive efficiency and profitability.
- Strong ability to collaborate cross-functionally with internal stakeholders to align procurement strategies with organizational goals.
- Experienced in developing and implementing procurement policies and procedures to ensure compliance and mitigate risks.
- Proven track record of achieving cost savings, improving supplier performance, and enhancing overall supply chain effectiveness.
- Excellent communication, negotiation, and leadership skills with a focus on driving continuous improvement and delivering results.
- Good knowledge of Costing & Estimation bought of items.
- Good knowledge of basic Manufacturing Processes/Value Engineering.

PROFESSIONAL EXPERIENCE

Executive-Commercial/Purchase in Trelleborg India Pvt Ltd | Nov '2021 - Current

Key Result Areas:

- Raw Material Planning & Procurement like PTFE, Bronze, Fillers, Sheet metal parts, Forgings, springs. Machinery & HR consumables, Packing Materials
- Subcontract Purchasing Like Zinc plating, Pre machining, Anodizing.
- Machine Consumables like Arranging Chemicals, Production Consumables, Hardware, Electrical, & Maintenance, AMC Contract.
- Develop and execute annual rate contracts with suppliers to ensure cost-effective procurement of goods and services.
- For Subcontracting the parts Studying Drawings, Negotiation, & releasing P.O
- Utilize the Kraljic Matrix to analyze and categorize procurement items into four segments based on supply risk and profit impact.
- Manage contracts with suppliers, including negotiation, renewal, and compliance monitoring, to ensure adherence to terms and conditions.
- Making comparative chart statements and getting the approval from the Manager.
- Implement dual sourcing strategies to mitigate supply chain risks and enhance resilience.
- Monitor supplier days to optimize payment terms and working capital management.
- Plan and allocate budgets for procurement activities, ensuring alignment with organizational goals and financial targets.

ACHIEVEMENTS -

- Minimum savings of 10-15 lakhs every year as Purchase Excellence.
- Transitioned material usage from rods to tubes and forgings, resulting in significant cost savings.

TRAININGS ATTENDED

- ISO 9001:2015 Awareness Training Programme (Internal Auditing of Quality Management System)
- Fire Safety Training by Karnataka Fire Department.

Knowledge on: -

- Authorized Economic Operator-AEO

PERSONAL DETAILS

- **Date of Birth:** 20th Nov 1994
- **Languages Known:** English, Kannada, and Tamil, Hindi
- **Martial Status:** Married
- **Address:** - RK city Layout Bommasandra Bangalore-560099

- Manage inventory levels and logistics operations to ensure timely availability of materials while minimizing carrying costs and obsolescence.
- Develop raw material budget plans for the succeeding financial year, considering market trends, demand forecasts, and cost factors.
- Coordination with the Planning team for arrangement of RMs deliveries as per production plan.

Junior Engineer -Purchase in Energy pack Pvt Limited Oct 2019 – Sep 2021

Key Result Areas:

- Procurement of Bought Materials Electrical and Mechanical Like PLC, Switchgears, Servo's. Induction Motor, Pneumatics', Bearings Fasteners, Belts.
- Procurement of C Class Materials Purchase Like Cables, Ties, Lugs, Fasteners Screws, Maintenance materials
- Quotation analysis comparative statement.
- Follow up with suppliers for on time delivery.
- Coordination with QA, & QC
- Evaluates supplier based on quality, timeliness & price.
- Replacement of rejections
- Track orders and ensure timely delivery.
- Virtual Stock Checking and releasing the Purchase order.
- Ensuring smooth co-ordination with indenting, store & Finance dept.
- Prepare a statement of pending indents and follow up.
Coordination with internal team for their purchase needs, arranging the same within the stipulated time.
- C class Materials Purchase Like Cables, Ties, Lugs, Fasteners Screws, Maintenance materials

Junior Engineer -PPC & Sales in Suma Springs Pvt Ltd | Mar 2019 – Oct 2019

Key Result Areas:

- Production Data Entry's
- Sales invoice Generating
- MO's issuing to production
- Preparing E waybills
- Daily Dispatch Record Maintaining

Junior Engineer -Purchase in Energy pack Pvt Limited Apr 2016 – Jan 2019

Key Result Areas:

- Sending RFQ, Techno Commercial negotiation., vendor finalization, PO generation & PO issuance to vendors
- Bill of Material Preparation as per Drawing
- Handling Electrical Materials like Plc, Switchgears, Static Eliminators, Cables,
- Supplier Performance Review and Engagement
- Contract Negotiation and Supplier Evaluation
- New vendor development
- Price Comparison Chart Like L1,L2,L3
- Excellent analytical and problem -solving skills.
- Performing risk assessment on potential contracts & agreement.

- Project Estimation and costing
- Electrical Material GRN inspection
- Payment reconciliation of vendors
- Prepare a statement of pending indents and follow up.

DECLARATION

I hereby declare that all the statements made in the above application are correct to the best of my knowledge and belief.

Date: 29/08/2024

Thanking you

Nayana K M