

CURRICULAM VITAE

D.HEMAGURUNATH

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DOB: 30. May.1980

Career Summary:

Experienced in Procurement, warehouse, Stores, logistics, Material and involved in Production Planning, Vendor Identification and Development, Inventory Management and Analytical Assessment to Strengthen Supply Chain Effectiveness. Possessing good Inter-Personal, Organizational and Problem-Solving Skills with a Track Record of achievements and a proven ability to manage the vendor base to reduce lead time and cost.

Key Skills:

1. Hands on the Experience in Procurement, Logistics, Warehouse, Warehouse implementation, Stores, involved in Production Planning, processes of Procurement, Inventory Management, MIS Preparation in warehouse.
2. Work force Planning and Handling Shift planning on Daily Basis for Daily Dispatches.
3. Stock Reconciliation on regular intervals
4. Followed inventory techniques like ABC, 5s, Bin Systems and arranging Displays Boards on customer and Monthly Plan wise.
5. BOM Arrangement.
6. Store Management, Team handling management, Training to team members
7. Lead time Reduction, Vendor Development

Organization	Position	Duration
DuPont Fibers Ltd., SRF LIMITED	<ul style="list-style-type: none">Facilitation Leader - SCM (Purchase, Stores, Warehouse and logistics)	Apr'98 to Apr'09
JM Fri. Tech India Ltd	<ul style="list-style-type: none">Manager - SCM (Purchase, Stores, Warehouse and logistics)	Apr'09 to Dec'11
Suguna Foods Limited	<ul style="list-style-type: none">Manager - SCM (Purchase, Stores, Warehouse and logistics)	Dec'11 to Jan' 14
Massen Enterprises	<ul style="list-style-type: none">Manager - SCM (Project Purchase, Stores, Warehouse and logistics)	Feb '14 to Jun'18
Sigma SCM Solution Pvt. Ltd.,	<ul style="list-style-type: none">Manager - SCM (Purchase, Stores, Warehouse and logistics)	From Jul'18 to Nov'19
HIVELOOP Logistics Pvt Ltd	<ul style="list-style-type: none">Manager - HUB	From Nov'19 onwards

EMPLOYMENT PROFILE:

- Supply Chain - Purchase

- ✓ **Responsible for all procurement processes related to Raw materials viz. planning along with PP Team, supplier selection, price negotiation, Bid approvals, contract management, supplier relationship management, resolving issues.**
- ✓ Purchase of all type of Raw Material, packing materials and Child Parts from overseas affiliates, local vendors
- ✓ Negotiation with vendors to get the best price & quality on materials purchased
- ✓ Planning, Procurement, Coordination with vendors about safety stock maintained at their end as per shared tentative plan
- ✓ Responsible for the purchase budgeting and implementation as per the purchase budget
- ✓ Responsible for the inventory control and action to be taken thereon
- ✓ Inventory valuation and Budget v/s actual on monthly basis
- ✓ Continuously evaluate and implement cost reduction initiatives in raw material procurement. Drive projects related to localization, substitute raw materials and introduction of new vendors along with technical teams
- ✓ **Annual Negotiation** with Supplier for renewal of raw materials and child Parts Price.
- ✓ **BOM Arrangement**
- ✓ **Purchase order approving & releasing**
- ✓ Keeping regularly track with the customs for the materials clearance
- ✓ **Examining & Evaluating Inventory** to avoid excess buying and non-moving inventory
- ✓ Maintaining the Documentation work as Per the ISO Norms.

- Supply Chain Stores, Warehouse & Logistics.

- Supply Chain – Stores

- ✓ Receipt of materials other than Raw Material
- ✓ Issue of Materials to the Production and Service Departments
- ✓ Classified the materials as per the Department wise in Stores
- ✓ Tracking and maintaining inventory levels in the stores & **WIP** for all items required in the plant
- ✓ Manage inventory within target given by management by planning in time material procurement without internal line stoppages.
- ✓ **Barcode allocation for all items on Materials wise, Department wise.**
- ✓ Individually Maintained Stores with the Posting in System (**SAPR/3 & Oracle11i**)
- ✓ Maintaining **the Minimum Inventory, BIN System, ABC Analysis and JIT System for Packing Materials.**
- ✓ Issue of **Packing Materials as per the Production order**
- ✓ Maintaining the Minimum stock of Materials as per the Department Request
- ✓ Track on the Consumption of Consumables
- ✓ **Pushing of Non-Moving Items**
- ✓ **Physical Stock taking once in three months for all the parts in stores and Warehouse.**
- ✓ Monitoring Day to day recording of store material receipts and consumption.
- ✓ Receiving materials, proper stocking, and recording of receipts
- ✓ Maintaining the Documents as per the ISO Norms
- ✓ Responsible for stock reconciliation with system Vs. physical

Supply Chain – Raw Material

- ✓ Responsible for heading entire Warehouse operations and Logistics (through customer approved transporters and arraigning company/Local transports for dispatching the goods.
- ✓ Weekly Manpower planning and organizing
- ✓ Handling more than 1,00,000 Sqft area warehouses.
- ✓ **Manpower handling** (20 Employees) and 30 outsource.
- ✓ Informing to sales team to push Nonmoving items and FSN items
- ✓ Receipt of Raw Materials and Issue of the Same to the Production.
- ✓ Posting of the Materials in System (**SAPR/3 & Oracle**)
- ✓ **FIFO** Method is Strictly Followed for the Raw Materials
- ✓ Handling different types of **Raw Materials and SKU's**
- ✓ Pushing of **Non-Moving Materials & Aged Materials** with the Help of Marketing
- ✓ Separate Track on the Raw materials Returned from Production
- ✓ Maintain healthy vendor relationship, build rapport to achieve overall objectives of the organization
- ✓ Work with agent to ensure local transportation delivery on time.
- ✓ Work as interface with internal partners, such as operation, planner, warehouse, finance.
- ✓ Responsible for tracking of material movement to different Customer locations
- ✓ Conduct **period audits of stock levels at warehouses (Both company and stock warehouses) to ensure high level of stock accuracy**
- ✓ Responsible for stock reconciliation with system Vs physical
- ✓ Responsible for checking bills of vendors as per contract
- ✓ Responsible for monitoring & maintaining logistic cost
- ✓ MIS preparation

- Finished Goods
 - ✓ Ensuring dispatch as per schedule from **BSCT** including daily dispatch
 - ✓ After Quality check from **QA – Production**, the goods moved to Warehouse
 - ✓ To maintain & report stock of all warehouses.
 - ✓ **Planning & supervising deliveries & other logistics both incoming & outgoing.**
 - ✓ Responsible for Team building and Team management
 - ✓ Efficient management of stores, **inventory management.**
 - ✓ Coordinate with plant in charge for dispatch of finished products
 - ✓ **Arranging for the Vehicles from the Customer Approved Transporters.**
 - ✓ Care is taken that the Materials are Reached Safely
 - ✓ Monthly aging analysis - analysis of stocks at warehouse and at showrooms.
 - ✓ **Reconciliation of stocks** with books and stock cards.
 - ✓ Handling warehouse & the related logistics.
 - ✓ Maintaining container receipt data in system.
 - ✓ Maintaining minimum **stock level & buffer stocks** of warehouses
 - ✓ Ensure all the orders are executed from the warehouse without the time delay and must ensure that both daily and month sales targets are achieved.
 - ✓ Tracking of **vehicle movement**

Scrap Sales:

- ✓ Handling the Different types of Scrap Items and Getting **Quotations** from the Scrap Customers
- ✓ Identifying the Scrap Customers who has got the **Highest BID**
- ✓ Making the Contract Agreement as per the Agreed Rates by the Party
- ✓ Clearing of Scraps then and there whenever it is Accumulated

Achievements

- ✓ Involved in **5s Activities and Kaizen** Contribution.
- ✓ **Being a Part in the Cost Reduction Activities in the Organization**
- ✓ **Developed SAP R3 and Oracle 11i user Procedures for SCM Module – Helps in Training**
- ✓ **Organizing transporters meeting**
- ✓ Reduced the delay in the following by creating control points for each activity in Warehouse
- ✓ **LAID (Late and Incomplete Delivery)**
- ✓ Developed Local Transporters for local delivery of materials
- ✓ Developed **Standard Operating Procedure (SOP) and Standard Practices (SP)** to steam line process

✓ Computer Proficiency

- ✓ UNIX++, Operating System's-DOS 6.22, Windows 95/98/2000
- ✓ SAP
- ✓ ERP: Oracle 11i – Purchase, Inventory & Order Management Modules.

✓ Languages Known

- ✓ Mother Tongue - Telugu
- ✓ Other Languages Known - Tamil, English

Qualification	Institution	Remarks
HSC	Govt Hr. Sec School, Ponneri	Completed
Diploma in Mechanical	NTTF – Banglore	Completed
Diploma in Materials Management	AIMS - Chennai	Completed
MBA	NIBM - Chennai	Ist Year Completed

• Declaration

Herewith I declare that all the above said information's and data's are true to the best of my knowledge and assuring that all the maximum possible efforts will be delivered by me to improve organization goals.Looking forward for a favorable reply.

Thanking You, Sincerely Yours

D.HEMAGURUNATH