# Curriculum Vitae

**VISWANATHA M viswanatham2011@gmail.com**

**Asst,Manager-Store Mob. No +91 99003 91134**

**OBJECTIVE .**

Intend to build a career with leading corporate of Hi-tech environment along with committed and dedicated people & to explore to the Core. Willing to work as one of the key employee in challenging and creative environment.

**SUMMARY …**

* Completed MBA – SCM at Indian Institute of Material Management, Bangalore
* Completed SAP-MM ( Materials Management ) Course
* Total 11.10 years of rich experience in Stores/ Warehouse/ Material Management
* Excellent understanding of Business processes related to Materials

**PROFESSIONAL EXPERIENCE ..**

**Present Experience..**

**Organization:** M/s Indo Autotech Ltd, Narasapura,Kolar. (Dec-2014 to Till Date)

Indo is leading automobile company & manufacturer of two wheeler & four wheeler components.

**Designation :** Asst, Manager-Store

###### Roles & Responsibilities

* Head of raw materials, BOP & consumables store.
* Material receive, store and issue to shop floor by initiating, coordinating, and enforcing operational procedures.
* Responsible for planning & procurement of materials to maintain optimization of inventory stock levels of services & products.
* Safeguards of warehouse operations by establishing and monitoring security procedures and protocols.
* Monitoring stock level as per the company norms (MIN,MAX levels)
* Controls inventory levels by conducting physical counts, reconciling with data storage system.
* Maintains physical condition of warehouse by planning and implementing new design layouts, inspecting equipment, issuing work orders for repair and requisitions for replacement.
* Maintains warehouse staff by recruiting, selecting, orienting and training employees.
* Communication with customers, suppliers and transport companies.
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods.
* Producing regular reports and statistics on a daily, weekly and monthly basis.
* Motivating, organizing and encouraging team.
* Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals are stored safely.
* Overseeing stock control and processing orders.
* Tracking the consignments to ensure on time delivery.
* Reconciliation of all transportation bills as per the agreed terms.
* Keeping stock control systems up to date and planning future capacity requirements.
* Control & documentation of reports concerned to inward & out warding of stocks
* Stock Transfer to other branches
* Certifying the receipt of goods & process for Payments
* Preparing RGP/NRGP/Job Work challans in ERP
* Preparing documents for parts movement from one location to another
* Preparing store budget (Plan Vs Actual)
* Drive cost savings projects/KAIZENS

###### Professional Profile

* Team management
* Involved in Client & Vendor Meetings
* Co-ordination with Senior Management, suppliers, Production, Maintenance, Purchase, Admin, Accounts & other departments.

**Previous Experience.**

**Organization:** M/s Scania Commercial Vehicle India Pvt Ltd, Bangalore (July-2013 to Nov-2014)

Scania is a Sweden based leading automobile company & manufacturer of heavy trucks, buses, coaches as well as industrial and marine engines.

**Designation :** Spare Parts Executive

###### Roles & Responsibilities

* Head of central warehouse
* Handling spare parts receive, store and distribution operations
* Complies with interstate and local warehousing, material handling, and shipping requirements by studying existing and new legislation, enforcing adherence to requirements, advising management on needed actions.
* Safeguards of warehouse operations by establishing and monitoring security procedures
* Controls inventory levels by conducting physical counts, reconciling with data
* Maintains physical condition of warehouse by planning and implementing new design layouts
* Inspecting materials handling equipments (MHE’s), issuing work orders for repair and requisitions for replacement.
* Completes warehouse operational requirements by scheduling and assigning employees, following up on work results.
* Maintains warehouse staff job results by coaching, counseling, and disciplining employees, planning, monitoring and appraising job results.
* Communication with customers, suppliers and transport companies.
* Planning, coordinating and monitoring the receipt, order assembly and dispatch of goods.
* Order processing & dispatch of spare parts to span India
* Producing regular reports and statistics on a daily, weekly and monthly basis.
* Motivating, organizing and encouraging teamwork
* Maintaining standards of health and safety, hygiene and security in the work environment, for example, ensuring that stock such as chemicals are stored safely.
* Overseeing stock control and processing orders.
* Tracking the consignments to ensure on time delivery.
* Reconciliation of all Transportation bills as per the agreed terms.
* Keeping stock control systems up to date and planning future capacity requirements.
* Control & documentation of reports concerned to inward & out warding of stocks
* Raising the PR’s
* Stock Transfer to other branches
* Certifying the receipt of goods & process for payments
* Preparing Excise invoices in ERP
* Preparing E-sugam,arranging road permits from different locations & other documents for parts movement
* Maintaining item,buyer,supplier & prices masters in ERP
* Drive cost savings projects and ensure spend within the budget

###### Professional Profile

* Team management
* Involved in Client & Vendor Meetings
* Co-ordination with Senior Management, 3PL team, Production, Maintenance, Purchase, Admin, Accounts & other departments.

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**Organization:** M/s Oberthur Technologies India Pvt Ltd, Bangalore (Sep-2010 to March-2013)

Oberthur is a France based Manufacturing Company, dealing with plastic components.

**Designation :** Asst.Manager – Material Management

###### Roles & Responsibilities

* Head of Materials Dept.
* Control & Documentation of Reports concerned to Inward & Outwarding of Stocks
* Responsible for Receipt of materials
* Communication with Vendors & Clients
* Maintaining Vendors & Clients info record
* Quarterly Stock update
* Maintain the stock by ROL (Re-ordering level)
* Raising the PR’s
* Knowledge of purchase cycle
* Finding source for consumables, collecting RFQ’s from suppliers/vendors
* Price negotiation with suppliers, releasing PO’s
* Stock Transfer to other branches
* Certifying the receipt of goods & process for Payments
* Maintain of Various MIS Reports
* Correspondence of Reports with Top Management
* Effective inventory control using concepts like JIT/ABC as per Production Planning.
* To ensure timely preparation of Stock statements periodically
* To Ensure Issue/ Receipt Updating daily.
* To reconcile the Stock of A, B & C class items with physical Stock on Quarterly basis.
* To Maintain Minimum Stock levels of above class items.
* To Maintain RGP tracking & update every month.
* To Identify Non Moving items & update every month.
* Drive Cost Savings Projects and ensure spend is within the budget

###### Professional Profile

* Team management
* Involved in Client & Vendor Meetings
* Co-ordination with Senior Management, Production, Maintenance, Purchase, QA, Admin, Accounts & other departments.

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**Organization:** M/s Akzo Nobel India Pvt. Ltd**,** Bangalore (May-2005 to Sep-2010) Akzo Nobel is a Netherlands based Chemicals Company, dealing with automotive paints & coatings products.

**Designation :** Store Incharge

###### Roles & Responsibilities

* Raw material chemicals & spare parts Store Incharge
* Inward of Raw-Materials
* Preparing GRN & GR Reports
* Issue of Raw material ( FIFO System)
* Inventory control
* Communication with various suppliers
* Maintain material & vendor info records
* Cycle count, Bin card management
* Monthly Stock update
* Raising the Purchase Requisition
* Maintain the stock by ROL (Re-ordering level)
* Stock Transfer to Plants or Storage location
* Certifying the receipt of goods
* Maintain of MIS Reports
* Correspondence of Reports with H.O & other branches
* Manage local delivery plans, supplies and Forecast transport costs
* Knowledge of chemicals use
* Out Warding of Scrap

###### Professional Profile

* Ability to work in a Group
* Besides Stores activities, involved in Purchase and Accounts activity
* Co-ordination with Production, Maintenance, Purchase, QA, Admin, Accounts & other departments.

###### SAP SKILLS ...

Completed SAP-MM Course from SAP Tree Technologies Pvt Ltd., Bangalore, India

* **Organization unit:** Defining & assigning of organization units for MM module
* **Master data:** Material master, vendor master, purchase info record, source list.
* **Purchasing:** Purchase requisition; purchase order, outline agreement, RFQ, Release strategy.
* **Pricing procedure:** Creation of condition type, calculation schema, vendor schema.
* **Special procurement process:** Stock transfer, Subcontracting, Third party & consignment.
* **Inventory management:** Goods receipt, Goods issue, Movement types and Physical Inventory.
* **Customization of Direct Posting**, Unplanned delivery cost & Tolerance limits.
* **Valuation and Account determination:** Price control and Automatic Account determination.
* **Configured Invoice Verification** with Credit/Subsequent Memos
* **Configuration and customizing:** As per client requirement.
* **Data uploading through LSMW**.
* **Interface with SD, PP and FICO & other modules**

###### TRAINING PROGRAM ATTENDED ….

1. First aid Training
2. Fire Fighting Training
3. Stress management Training
4. Communication Skills
5. Management & Leadership Skills
6. 5S (Conducted In-house)
7. Store Management (Conducted In-house)

###### ACADEMIC QUALIFICATIONQUALIFICATION .

**BA:**Economics from Bangalore University.

**MBA** **:** Supply Chain Management (SCM) at Indian Institute of Material Management (IIMM), Bangalore

**ACHIEVEMENTS** .

* **Cost Saving**-200K cost saving every month at present company

###### OTHER ERPS USED .

**ERP** **:** SAP-MM, MAGPRO, POWER AX & WMS

# PERSONAL DETAILS ….

**Date of Birth** **:** 25th April 1983

**Marital Status :** Single

**Address :** No.192, Nelavagilu, Hoskote, Bangalore, Pin- 562122

**REFERENCES ….**

* Mr.Venkatesh A – DGM Operations (Oberthur Technologies.Banaglore) Mobile No – 9972359128.
* Mr.Prakash Sahoo-Team Leader (Accenture India. Bangalore) Mobile no-9880645918.
* Mr.Madhukar Sagar – SAP MM Head (SAP Tree Technologies Pvt Ltd, Bangalore) Mobile No -9341724792.
* Mr.Sharan Gouda-Asst,Manager-Logistics (Scania CV India Pvt Ltd.Narasapura) Mobile No-9844869889

**DECLARATION ….**

I hereby declare that the above mentioned information is correct to the best of my knowledge.

# Place:

Date:

VISWANATHA.M