



## **CONTACT**

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## **SKILL**

- Purchase and procurement specialties- Local, Import
- Negotiation
- Cost saving,
- New Development
- Interaction with Global Procurement team - Europe, Australia, Malaysia. South Africa, China.

## **EDUCATION**

- **Professional Advance Certify** in International Purchase and Supply Chain Management from IIMM- **Indian Institute Material Management** in 2020
- **PGDM** in Materials Management from Welingkar Institute in 2012
- **M.Com** - Management from Mumbai University in 2009
- **B Com-Special Subject Purchase** from Mumbai University in 2004

# Ms Shital Shivram Namaye

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## **Personal profile and Carrier objective**

- Works Experience of over 18 years in procurement & Sourcing, Handling more then 500 nos materials like Pigments, Additive, Solvents, Resins , Extenders.
- To work in a dynamic environment that provides me vide spectrum of experience & exposure. To become an asset for organization & member of core team by utilizing my experience thus taking my organization as well as my career to new dimensions of success.

## **Vibrantz Technologies India Pvt Ltd (Color Solution) earlier known as Chromaflo Technologies India Pvt Ltd. As -Purchase and Supply chain Executive – From April 2017 to till date**

Vibrantz Technologies (Chromaflo Technologies + Prince + Ferro India Pvt Ltd) Its is leading global manufacturer of architectural and industrial pigments and colorants, thermoset colorants, along with functional ingredients for specialty coatings, glass and porcelain enamels.

### **Responsibilities include :-**

Reporting to Global Procurement Manager APAC. (Australia, China)

- Handling purchase of all local and Import items which include Raw materials such as pigments (65%), Additives (15%), solvents (10%), Resins (6%), Extenders (4%), & packaging materials.
  - To effect vendor development for existing raw materials & service providers and save the cost through new development & by strong Negotiations, including cost, quality, delivery and responsiveness.
  - Co-ordinate with R&D head for the New Development & alternative.
  - Planning to procure materials on the basis of MRP i.e Monthly Resource Planning.
  - Continuous communication with sales, Production department, suppliers to avoid any stock out situation of Materials & finished goods.
  - Close monitoring of inventory levels of Raw & Packing Materials. Maintain Minimum, Maximum and ROL (Re order Level) for the local, import, Moving & Non-moving material.
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- Involve R&D & production for salvage of non-moving inventory.
- Inviting quotes from suppliers & rate comparatives for price approvals.
- Price negotiations, increase in payment terms & fix others term and condition of all the local & import purchases with suppliers.
- To maintain standard cost of materials.
- Conduct vendor audit periodically to ensure sustained & consistent supply.
- Co-ordination with Finance to support on-time supplier payments &
- resolving supplier invoice mismatch queries, if any.
- Interaction with QC dept & Warehouse if any quality and quantity issues.
- Responsible for importing all sort of materials via CHA agent & to calculate landed cost of the imported materials.
- End to end solution of complete supply chain cycle. RM - FiG- Warehousing - Customer End.
- Maintain documentation to aid ISO related activities.

### **Soujanya Color Pvt Ltd as - Purchase Executive - from August 2010 to April 2017**

Soujanya Color Pvt Ltd is a leading manufacturer of Strainers and Colorants in India having manufacturing unit in Navi Mumbai

#### **Responsibilities include:**

Reporting to General Manager – Purchase & Sourcing

- Handling purchase of all local and import items which include pigments, additives, solvents, resins, extenders, & packaging materials.
- Inviting quotes from suppliers & preparing rate comparatives for price approvals.
- Price negotiations with suppliers & increase in payment terms for purchases.
- Vendors development for existing materials and service providers.
- Preparing Purchase Orders in Tally.
- Preparing monthly inflation report & other MIS reports.
- Preparing monthly purchase review presentations.
- Follow up with suppliers to ensure timely receipt of materials at factory.
- Close co-ordination with Finance to support on-time supplier payments & resolving supplier invoice mismatch queries, if any.
- Active participation in cross functional meets with Marketing/ Production / R&D team /Stores Dept, for proactive planning and inventory control.
- Purchase planning for fortnightly requirements based on marketing plans.
- Follow up with CHA for timely clearance of Import shipments.
- Handling ISO audits Vendor Registration, Vendors Evaluation, cost reduction etc.
- Co-ordination with Bank for Import documents and remittances.
- Keeping track of C-forms to suppliers.

**Worked as Executive (Back Office) with POONAM NX From May 2009 to Aug 2010**

**Responsibilities included**

Reporting to proprietor

- Updating information related to POs and creating new POs & back orders in Tracking System.
- Updating replacement cost (Basic Price, Freight & Duty) in Tracking Sheet.
- Managing Master data in MIS Reports and reporting to Proprietor.
- Co-ordination with Suppliers, Customers etc. for regulatory data collection.
- Communication of local contracts and sending confirmations to vendors.
- Updating Vendors details and maintain a data in Tracking Sheet.
- Getting confirmation from customers regarding a Design Samples code.
- Getting Design Samples for developmental work.

**Worked as Sr Officer with Unisource Worldwide Pvt Ltd -From July 2007 to March 2009**

Unisource Worldwide Pvt. Ltd. is US based company & owns brand of S & B's University Sportswear. Company holdings & operates several retail stores throughout U.S.A.

**Responsibilities included**

Reporting to Dept head of Logistic and purchase.

- Analyze reports of various kinds based on style, color, size, sale, packing lists and stores making highest sales of merchandise.
- Maintaining records of the various garments styles for a particular season & different colors .
- Managing data in MS-office & reporting to GM purchase.
- Update PO related data and Containers packing Lists in Tracking Systems.
- Generating various reports from Tracking Systems (SCMS, Citrix, etc.)
- Inventory allocation, Replenishment. i.e. Shipment of Container in Citrix.
- Co-ordination with various suppliers and departments i.e. Logistic Sourcing, Purchase, Account for receiving & re-conciliation of supplier data.
- Updating the weekly Tec pack status i.e. file containing list of Style Nos. whose status are to be uploaded in order to proceed for further process.
- Processing & Preparing of Bar-coding numbers from I&R (Citrix).
- Responsible for uploading measurements onto (SCMS) with 100% accuracy.
- Providing training regarding process of works & system to new employees.

**Worked as Officer and Data Co-Ordinator for SAP ERP with Maersk Line (Logistics) India Pvt Ltd From May 2005 to April 2007**

The Maersk Company Limited has its head office in London and offices in 20 locations across the UK and Ireland. It offers a range of container related services to customers, including liner shipping, logistics, and container storage and repair.

**Responsibilities included**

Reporting to Team Ledger

- Co-ordination with various locations on a PAN Country level for receiving & re-conciliation of Supplier's invoice data.
- Follow up with suppliers for Invoice copies and analyze invoices.

- Updating the data in the SAP (MM) Tracking Systems.
- Collecting a data through Internet regarding vendors, Customers & updating data in Tracking Systems (FACT).
- Maintain Master data (POs, Material, Vendors, Customers) Template.
- Extend Support in resolving SAP (R/3 Version) related data entry.
- Compilation of MIS Reports on PAN country level and Formalizing Templates for MIS report.

**Data entry operator with Rajdhani Travel -From Sep 2004 to April 2005**

**Responsibilities included**

- Update Account Entries (Purchase, Sale Cash, and Bank) in Tally Package 6.3
- Customer co-ordination and Bank Reconciliation.
- Handling Day to Day Cash Transaction & Banking Transaction

**ACADEMIC AND EXTRA-CURRICULAR ACHIEVEMENTS**

- 2<sup>nd</sup> Topper in purchase subject in final exam of B.COM.
- Awarded Best performing employee in Soujanya Color Pvt Ltd in 2014.

**COMPUTER PROFICIENCY**

- Excellent Working knowledge of Internet and.
- Application software like MS Office 2010/2007, Tally ERP, Udyog ERP.
- Good knowledge in Microsoft Excel Functions like VLOOKUP, HLOOKUP, PIVOT, Chart & other Excel formulas.
- D. T.P. (PageMaker, Corel-Draw, Photoshop), Internet, Lotus, Word-Star, Outlook Having a Basic Knowledge of SAP-ERP (R/3-Version)

➤ **HOBBIES**

Listening Music, reading books & Enjoying nature

**SKILL SET**

- Strength-**
- (i) Adaptability
  - (ii) Hard Working
  - (iii) Self Motivated

- Weakness -**
- (i) Straight forward
  - (ii) Sensitive

**PERSONAL DETAILS**

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|-----------------|-------------------------|
| Date of Birth   | Nov 18, 1982            |
| Father's name   | Mr. Shivram N. Namaye   |
| Languages known | English, Hindi, Marathi |
| Marital Status  | Unmarried               |