

Ms Shital Shivram Namaye

Mobile: 91- 9867139899

Email : shitalnamaye18@gmail.com

Address: Shankar complex, B wing,

Room no.606, Chakki Naka, Kalyan E-421306.

PERSONAL PROFILE AND CAREER OBJECTIVE	<ul style="list-style-type: none">- Works Experience of over 18 years in procurement & Sourcing, Import of RMs, Sourcing of new alternative of RMs and Vendors. Cost saving by negotiation with current vendors & new vendors. Fixed the other terms and conditions. Conduct vendor audit periodically to ensure sustained & consistent supply. Interaction & Co-ordination with Global procurement team and support their cost saving exercise.- To work in a dynamic environment that provides me wide 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.
----------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

PROFESSIONAL QUALIFICATION	Course	University / Institution	Year of Passing
	Professional Advance Certify in International Purchase and Supply Chain Management	IIMM- Indian Institute Material Management ITC -International trade Centre (UNCTAD/WTO)	2020
	PGDM in Materials Management	Welingkar Institute	2012
	M.Com - Management	Mumbai University	2009
	B Com-Special Subject – Purchase	Mumbai University	2004

CORPORATE EXPERIENCE	<p><u>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</u></p> <p>Vibrantz Technologies (Chromaflo Technologies + Prince + Ferro India Pvt Ltd) Vibrantz Technologies is the leading global manufacturer of architectural and industrial pigments and colorants, thermoset colorants, along with functional ingredients for specialty coatings, and glass and porcelain enamels.</p> <p><u>Responsibilities include:</u></p> <p>Reporting to Global Procurement Manager APAC.</p> <ul style="list-style-type: none">➤ 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.➤ Interaction & Co-ordination with Global procurement team for the materials and support their cost saving exercise.➤ 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 materials.
- 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 - Finish Goods- Warehousing - Customer End.
- Maintain documentation to aid ISO related activities.

**CORPORATE
EXPERIENCE**

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.

**CORPORATE
EXPERIENCE**

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.

**CORPORATE
EXPERIENCE**

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.

**CORPORATE
EXPERIENCE**

Worked as Officer and Data Co-Ordinator for SAP ERP with Maersk (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.

**POST CORPORATE
EXPERIENCE**

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**

- 2nd 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

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