

Chaitali

Salvi

Contact

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Summary

I am an ambitious person with significant ability to learn new concepts in any area & effectively use them. I pride myself on being a systematic performer with good communication skills & clear vision for the future. A person who believes in teamwork, capable of interacting effectively with seniors and colleagues and who shall substantially contribute to a healthy working atmosphere.

Skill Highlights

- Problem solving
- Strong decision maker
- Collaborative
- Adaptable
- Analytic
- Organized

Experience

Senior Executive RM Purchase- Asian Paints- 2021 to present.

- Handling 400 plus RM's procurement – 80 plus suppliers – imported as well as local.
- Managing inventory levels to avoid production loss & reduce working capital.
- Ensuring to share inputs to planning team in case of delay in supply.
- Ensuring annual rebate targets are met & timely closure of discount recovery.
- Ensuring ordering is done as per the defined Vendor Share.
- Ensuring supplier master date is correctly updated - MOQ / pack size/ SS days.
- Ensuring RM definitions are done as per the Vendor Share.
- Automation project done for auto generation of STR's for warehouse servicing.
- Created alert based system to review raw material coverages.
- Part of team for automation of slow moving report.
- Part of team for system development of live tracking of imported RM's.
- Reduce slow moving RM's across locations.
- Additional cost recovery from vendors for any delay from vendors end-detention/penalty/shortages.
- Reduction in detention cost by tie up with vendor for express BL's & additional free detention time.
- Maintaining system hygiene.

Executive RM Purchase Level 2A- Asian Paints- 2018 to 2020

- Handled 100 plus RM's / 30 suppliers - local as well as imported.
- Checking RM coverages & co-ordinate with stake holders for smooth supply.
- Monitoring vendor payments, rejections, despatches to support production.
- Sharing timely forecast to the vendors.
- Issuing timely Po's to vendors to avoid production loss.
- Tracking imported RM's: co-ordinating with various stake holders- foreign suppliers/ finance team/ customs/ transporters.
- Ensuring declarations are made in time to DGFT/PCB for hazardous materials.
- Preparing slow moving report for entire RM Purchase team.
- Preparing vendor credit days report for entire RM Purchase team.
- Preparing recovery tracker for entire RM Purchase team.
- Timely follow up with vendors for NN documents/ original documents for smooth clearance.
- Informing vendors on delivery performance & to ascertain the root cause of vendor delays.
- Co-ordinate with accounts & finance for timely vendor payments.
- Co-ordinate with warehouse team for despatches.
- Ensuring timely placement of trucks for exworks shipments- with zero detention.

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Personal Info

DOB- 21st Jan 1983

Place of birth –
Mumbai

Nationality - Indian

Married

Experience

Executive Imports Level 2A- Asian Paints- 2013 to 2017

- Handled import clearance of RM shipments at Chennai Port, marketing shipments & bulks parcels arriving at various ports.
- Ensuring daily despatch & pending report is sent correct by C&F agent - with zero stock difference.
- Set up of new service provider for Nhava Sheva bulk parcel- installation of SAP & guiding new team on process to be followed.
- Lead project of CTH verification wherein CTH of 200 plus RM's were verified. Co-ordination done with taxation team & vendors to ascertain the CTH codes & duty %
- Significant duty savings done by using MEIS license.
- Negotiations done with vendors for MEIS license procurements.
- Significant recovery done from Insurance company for material loss claims.
- Tied up with CFS for storage of containers to save cost- significant savings done.
- Tied up with Insurance Company for survey of local despatches-to avoid loss due to damage.
- Tied up with shipping line / Vendor / CHA for first DPD shipment - analyzed the savings in DPD v/s normal clearance.

Executive Imports Level 2- Asian Paints- 2009 to 2013

- Co-ordinated for FOB shipments for all RM's.
- Handled all Air shipments for all RM's.
- Co-ordinated for project import clearance for one new plant.
- Preparing & tracking all clearance of project shipments.
- Ensuring timely payment of custom duty & clearance of project import shipments.
- Co-ordination with foreign supplier for missing documents of project import.
- Post clearance document submission to taxation team for closure of project shipments.
- Ensured timely quarterly audit of warehouse - deviation closure with requisite approvals & posting PID entries.
- Ensured timely payment to external warehouse & forwarding agent.
- Ensuring contracts are signed in timely manner.
- Import Clearance Report generation for entire RM purchase - time taken for clearance across ports.
- Detention report generation for entire RM purchase for recovery of vendor payable cases.
- Part of development team for online tracking of import clearance - live data tracking for imported shipments.
- Ensured correct column headings are given & separate views are created for different stake holders.
- Guidance given to entire RM purchase team/CHA/other stake holders on usage of online tracking system.
- Template made for alerts from online tracking system to various stake holders.

Executive Imports Level 1- Asian Paints- May 2006 to 2009

- Handled custom clearance of Nhava Sheva port.
- Timely documents to CHA & monitoring the clearance status.
- Ensured timely generation of demand drafts for custom duty payment.
- Ensured timely payment to CHA/agents/transporters.
- Timely submission of bill of entry to Finance.
- Co-ordination done with Finance & vendor for original documents.
- Co-ordination done with CHA & transporter for smooth clearance.
- Co-ordination with purchase team for documents/despatch instructions.
- Co-ordination with external warehouse for timely despatches.
- Timely posting of all SAP entries.

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Computer Skills

- SAP
- MS Office
- ERP
- Data Analysis

Experience

Assistant – SGS – EXIM department- Nov 2005 to May 2006

- Preparing & checking documents to issue certificate for various exporters.
- Taking requisite approvals for timely closure.
- Co-ordinating with Exporters to resolve query w.r.t certificate.
- Arranging for factory inspections of export goods.

Executive – Axis Electrical Components- Export Logistics - June 2005 to Nov 2005

- Preparing pre-shipment documents.
- Co-ordinating with CHA for export clearance.
- Co-ordinating with shipping lines for bill of lading- approving BL drafts
- Preparing post shipment documents.
- Preparing documents for DEPB license issuance to DGFT.
- Maintaining tracker of all export shipments.

Education

- Advanced Certificate Programme in International Trade.
- Post Graduation in Foreign Trade from World Trade Centre, Mumbai.
- Bachelor of Commerce : 2004 Lala Lajpat Rai College – Mumbai.
- Diploma in Export – Import from Indian Merchant Chambers, Mumbai.
- HSC – 2001- Lala Lajpat Rai College – Mumbai.
- SSC – 1999 – St. Anne Girls High School – Mumbai.