

# **CURRICULUM VITAE**

GOVILAKER. MAHESH  
# Plot No – 32,2nd Phase,  
Prudential Bank Colony,Trimalagiri,  
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## **SUMMARY:**

❖ 16 + Years of experience in Purchase, Warehousing, Logistics & Supply chain

## **CAREER OBJECTIVE**

A strong determination, ambition and inclination to build career with in the Materials management domain in developing organization, where my skills can be put in best use for the growth of the company as well as my personal development.

## **KEY RESULT AREAS:**

- Innovation/Packaging Dev/ new Vendor development
- Control cost within Budget
- Ensure the Zero down time of the production.
- Competitive buying to obtain best commercial terms
- Ensure 100% availability of demand

## **JOB EXPERIENCE:**

➤ Working as **Dy. Manager - Materials**, in M/s. Bambino Agro Industries Ltd (M/s.Ghanta Foods Pvt Ltd) Hyderabad **From 01<sup>st</sup> June `17 to Till Date** , A Group of Company ventured into No-1 Vermicelli Manufacturer & Exporter in India (Vermicelli,Macaroni,Pasta,Masala & Instant Food Products), The Company Having presence in 06 Plants @ All Over India.

➤ Working as **Asst. Manager - Materials**, in M/s. Dodla Dairy Ltd. Hyderabad **From 09<sup>th</sup> Mar `15 to 08<sup>th</sup> Apr `17** , A Group of Company ventured into Dairy (Milk & Milk Products) in South India Company Having presence in 11 Milk Plants @ All Over South India.

➤ Working as **Asst. Manager - Materials**, in M/s. Heritage Foods (India) Ltd. Hyderabad **From 11<sup>th</sup> June `07 to 07<sup>th</sup> Mar `2015** , A Group of Company ventured into Dairy (Milk & Milk Products) & Retail (Super Markets) Divisions in South India Company Having presence in 92 Milk Plants & 100 Heritage Fresh @ Super Markets Stores All Over South India.

➤ Worked as “Warehouse Incharge”, in M/s. Apex Laboratories Limited, Hyderabad **From 24<sup>th</sup> Aug`06 to 09<sup>th</sup> June`07** , A Manufacturing Pharmaceuticals Company ventured into Medicine, Scraps & Etc, in Chennai based Company. Handling the Andhra Pradesh Ware house In & Out bound Operations.

➤ Worked as “Warehouse Supervisor”, in M/s. Oriflame India Limited, Hyderabad **From 01<sup>th</sup> Aug`03 to 18<sup>th</sup> Aug`06** , A Manufacturing & Marketing of Natural Cosmetic Company, ventured into Skin , Hair, Body Care & Etc, having presence in 85 Countries all over the World, A Direct Network Company(MNC).

### **Job Roles & Responsibilities ( Purchase):**

- Region wise vendor development nearest plant for Inventory control and reduce logistics cost
- Packing material procurement as per MRP, Vendor rate contract through Purchase committee Meeting.
- New Packing materials development as per Art works, Sample collections, Vendor selection through plant visit and vendor evolution process, Rotogravure cylinder process, Flexo plate development with converters, Print proof approvals, Cylinder proof approvals, Trial order, commercial order process
- Achieved price reduction renegotiation within the vendors
- Preparing purchase Order in SAO & Oracle.
- Follow up with suppliers after releasing the purchase order for getting the Packing Material, Spare Part, Promo mtrl, Consumables, Computer Peripherals and Capital Equipment in Time.
- Planning of Inventory on monthly and quarterly basis.
- Clearing and Forwarding of imported Spares / Machinery from Customs. Insurance and Annual Maintenance Contracts of Machinery.
- Attending financial meetings for monthly budget allocation for Inventory.
- Passing of Commercial Invoices & advising to Accounts Department for payments.

- Sending Enquiries, negotiations with suppliers, all purchase related Correspondence, Creditors statements, Monthly payments schedules and other purchase related statements.
- Cost Control & Cost Management.
- Vendor Identification, Development, Audit & Approval.
- Establishing the MOQ Confidentiality & Supply Agreement with Specification Sign Off.
- Sourcing of substitute material, market intelligence gathering and price updates / volatility tracking, market trends update and competitors database.
- Cost reduction through New Vendor Development

### **Job Roles & Responsibilities ( Stores n Inventory):**

- Handling the Ware house in Hyderabad CF & A. Checking the stocks as and when stocks received through the STN's,
- Reporting the Daily Out & Low Stock Reporting to the Distribution Manager Regional Officer& Head Office in all other. Taking care of dispatching activities and Responsible for Courier Parcels & Cash On Delivery (COD).
- Responsible for giving forecasting the Stock report along with Fast, Slow & Offer Material.
- Responsible for making all Stock receipts in a Register and sending Goods Received Note.
- Chalking the Logistics Bills & Forwarding the to Logistic Co ordinate in Head Office. Stock under Controlling With Nil Variance in Hyderabad Branch.

### **Educational Qualifications**

#### ***Academic -***

- : Passed S.S.C in the year 1998.
- : Passed Intermediate in the year 2000.
- : Passed B.com in the year of 2003
- : PG Diploma in Material Management.

#### **Technical Skill (IT)**

- : MS Office, ERP –ORACLE 11i Material Management(Worked as end user) , SAP ECC 6.0 (LATEST VERSION).
- : Numerous Third party software using by organization
- : Able to use Internet extensively for mails and to analyze market resources.

### **Personal Profile**

Name : G. MAHESH  
Father's Name : Sri G. Kishan  
Date of Birth : 22<sup>nd</sup> April,1981  
Permanent Address : # Plot No – 32,2nd Phase,  
Prudential Bank Colony,Trimalagiri,  
Secunderabad – 500 015 ( TS)  
Mobile .No-9963377511/08179866885.  
References : Y.Suresh  
M/S.Bambino Industries.  
Manager – Purchase.  
Mob: No.09866175365.  
Languages Known : Telugu, Hindi & English  
Nationality : Indian

### **Summary of Skills -**

Purchase (ex : Capital, Revenue, IT, Projects etc), Inventories, Bay Setting, Stock reconciliation, Courier & Cargo handling, the Counter for Processing the Orders, make bills and Phone Orders, Customer Queries in the Counter & Security Department

I hereby declare that all the details provided by me are true to the knowledge of me.  
I will be fully responsible for any information found to be wrong.

**DATE :**

**PLACE:**

**(G.MAHESH)**