

SRIKANTH BARATAM (Sr Officer Procurement)

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CAREER OBJECTIVE

Seeking a challenging position in organization where my skills and knowledge can be best utilized in successful completion of the assignments and be responsible to provide the team technical leadership, creativity and to formulate and execute systems for attaining cost saving measures through inventory control by storage & Preservation at stores through effective utilization of available resources.

PROFILE SUMMARY

- I am a Professional, having overall 11+ years of material management experience (Procurement and stores) in Chemical, Manufacturing, Engineering and Construction industry at various levels.
- I worked with high rise Chemical, Manufacturing, Construction etc. in Procurement & Store.

ORGANISATIONAL EXPERIENCE

- I had worked with IVRCL Limited Visakhapatnam, from 2nd Nov - 2009 to 3rd Dec 2012 as Asst. Stores
- I had worked with RVR Project Limited Visakhapatnam, from 10th Dec 2012 to 6th Feb 2016 as a Ex Purchase & Store
- I had worked with L&T HYDROCARBON ENGINEERING LTD, from 18th May 2016 to 17th Mar 2016 as Stores.
- I had worked with SAHUWALA CYLINDER PVT LTD, From 2nd May-2017 to 10th Mar-2018, as Purchase officer,
- I had worked with PRG BUILDING CON PVT LTD, From 15th Mar-2018 to 11th Nov-2019, as a Purchase officer,

Present Organization : M/s. Kanoria Chemical Industries Ltd VISAKHAPATNAM

Duration : From 18th Nov - 2019 to Still Date as a Sr Officer Purchase

- Looking entire purchase activities (RM,PM, Lab chemicals ,Mechanical, Electrical, Instruments, Civil, R&D, QC, Safety and Stationery material).
- Looking the IMPORT consignment documentations, Follow up with CHA (Customs House Agent).
- Create RFQ in SAP, floating enquiries to supplier through mail.
- Preparing the comparative chart for each & every materials, Finalizing the rate and quantity with commercial and F&A and getting approval time to time
- Raising the purchase order and sending to the vendor through e-mail.
- Responsible for collecting, analyzing and summarizing vendors information, Responsible for the vendors payments, handle quality problem and other related matters.
- Coordinate with the user department for close the emergency purchase with proper approvals.
- Coordinate among all stores of the region for smoother operations as per company policy and guidelines.
- Releasing monthly schedules, Prepare the Min-Max stock level based on that procured the material.
- Follow up the material vigorously with the suppliers to ensure the dispatch on time for production
- Interaction with, Finance & Accounts dept release the payment to the vendors as per po terms
- In case if any rejection materials from stores interaction with quality control dept get the report and send back to the vendors.
- Introducing new vendors for healthy competition. And prepare the vendor performance report,
- Prepare the LD Calculation Sheet As per PO Term and condition,
- Cost saving sheet preparation,
- Classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Looking the capital material procurement as per company norms
- ISO audit related date preparation

Store activities

Coordinate the entire store activities GRN,RGP,NRGP,Material issue activities, warehouse activities,inventory control, Material loading and unloading activities.

- Checking material with respect to description as per purchase order and invoice
- Preparation RGP & NRGP (returnable gate pass & non returnable gate pass)in SAP
- Issue of way bills to our transporter to bring the material from port to plant
- Maintain the FIFO system in store while issuing the material
- Processing the Bill passing(MIRO) for all the goods received
- Maintain minimum stock in store for all raw material & consumables
- Ensure the store area is kept clean and tidy and free from hazards
- Responsible of all material handling equipment are in good condition
- Ensuring the proper loading and unloading in store department
- Co-ordination with production for RM requirement and planning the material transfer from port location to plant location
- Generated scarp invoice and other invoice in sap(Z e invoice and Z E way bill also
- Carryout physical stock verifications once in a quarter.
- Transfer material from central stock yard to other sites as per site requirements
- Stock statement preparation responsible
- Responsible to keep minimum stock and Responsible for preparation of stock statement

Roles Objectivities

- Cost reduction in procurement,
- No production loss due to want of material
- Ensuring the timely delivery of material

MIS Report

- MIS preparation and timely submission to Management for review & analyses the import data or preparation of strategy to meet future challenges.
- Monthly open purchase order and open PR review and report
- Prepare the budget file (Budget Vs Procurement summary)
- Prepare the department wise purchase summary
- Prepare the OTIF Report (Delivery on Time)
- RM TB, Store TB,ABC analysis, Ageing report, GSTR- 3B,Monthly Closing Stock Report matching Physical stock with Sap and identification of NON-moving items co-ordinate with the user department for status material consume.

ACADEMIC PROFILE

- Post Graduate Diploma in Materials Management from Annamalai University, Visakhapatnam.[2011]
- Graduate in BA from Andhra University, Visakhapatnam. [2003-2006]
- Certified industrial Account from ICA (2008)

IT SKILLS

- Operating System : Window 2010 pro 64 bit Operating system,
- Packages : ERP Tally,Focus-7, SAP (MM) Version-740, MS Office 2019.

AWARDS & ACHIEVEMENTS

- Conducted Accounting Package Programmer to the Staff working under Sr Executive of the company, on line package in the year 2010 in IVRCL
- Received best safety conscious engineer level award for the year 2017 IN L&T
- Certificate of appreciation for achieving 25 million safe man hours for the year 2017 in L&T
- Reduce the price levels @ 5.5 % against previous purchase in Kanoria.
- FY 21-22 Total cost saving 4.5% on total procurement
- FY 22-23 Total cost saving 6.5% on total procurement

PERSONAL INFORMATION

Father's name : NAGABHUSHANA RAO.B
Permanent Address : D.No: 4-97, Ponda street, Palakonda,Srikakulam (Dist) 532440
Date of birth : 01-06-1984
Marital status : Married
Languages known : English, Telugu & Hindi Present
CTC : 5.5 Lakhs/Annum
Time Required : 60 Day