



## BALAJI S

### Personal Details

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### Permanent Address

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pin 632 506.

**Pan No:**  
BKBPB3369P

**Driving license No:**  
TN21 20160003922

**Passport No:**  
K0049212

## CAREER OBJECTIVE

### **Innovative and resourceful procurement management professional:**

Track record of delivering superior results by implementing strategic procurement, sourcing, cost reduction, supplier negotiation and relationship management programs that optimize the value from the supply chain

## PROFESSIONAL SUMMARY

- ✓ A result oriented professional with **6.5 year of experience in developing and maintaining sourcing vision, processes, and organization for selection , managing , an developing the enterprise's strategic suppliers for valve industries**
- ✓ Executed unified processes and initiatives that improve cost, quality, delivery, and service criteria and foster long-term collaborative relationships with the vendors
- ✓ Working knowledge of **SAP –MM Module, dialogys(L&T Valves system)**
- ✓ Expertise in implementing cost saving measures to achieve reduction or rejection of raw materials, negotiating with vendors developed a cost saving tracker for the same.
- ✓ **Rationalizing the vendors providing services, including rate negotiations** and managing the vendor & transportation registration after negotiation of rate as per the market.
- ✓ 5s with optimal space utilization & drive to modernize stores
- ✓ Excise & sales tax rules and upkeep of all stores records for quality and finance audits.
- ✓ Making daily, weekly and monthly reports. And Attending weekly and monthly meeting

## EMPLOYMENT DETAILS

### **NOV'10 – Till date with L&T Valves limited , Sr. Material planner / Buyer**

SAP – MM module  
Dialogys (L&T Valves system )

### **Key result Areas:**

- Conduction over review and planning of parts based on consumption for L&T models parts for 3 branch in Tamil Nadu
- Acting as a procurement in-charge for L&T Balves –kanchipuram operations
- Establishing systems and preparing stock requirement for new locations and existing location
- Accountable for:
- Planning the material based on consumption and for our (BOQ-parts) and issuing order to the vendor.
- Creating a purchase order and send to supplier before check terms and conditions
- Processing the order to vendor for the parts requirement through roadways and Courier based on the weight and volumetric weight
- Maintaining a close coordination with the shipper and clearing agent for clearance the shipment and ensure the material reaches our company on time
- Coordinating with vendors and ensuring timely payment for them
- Reviewing the non-moving and slow moving parts at branches and plant level and find sources of liquidation.

**Date of Birth**

10/2/1988

**Father's Name**

R Srinivasan.

**Gender**

Male

**Nationality**

Indian

**Marital Status**

Single

**Hobbies**

Chess, Listening Music,  
Foot ball and Cricket.

- Acquired the required approvals are requested from the client if there are any changes on the price of the lead time, etc. the order is processed as per the quote and sent to the supplier
- Instrumental in raising claims for shortage, damage, price difference and wrong parts to principles and follow up for credit notes and payments

**PROJECT HANDLED**

Responsibilities : supply chain analyst

Customer : Reliance, Saudi Aramco, Indian oil, SAIPEM . KOC , etc.

**EDUCATION**

BE ECE from SCSVMV university – kanchipuram

**Other credentials:**

- Completed the following courses on diploma in information technology, Type writing lower level, Ms office, Advance Excel with Vba macro and SAP MM module

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately.

PLACE:KANCHIPURAM  
DATE:

Yours obediently  
Balaji s