



Pradeep Kumar

Procurement Specialist

Targeting a career with an organization of high repute in **IT/Finance** industry.

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Profile Summary

A dynamic professional with an experience of **6.5 years** in Purchase management. Proficient in creating cost incurred expense reports and MIS reports for Senior Management. Experience with Multi-Tasking in Administrative Operations and Processes (I am the go to guy for any help the team needs to troubleshoot issues and bottlenecks). Gained expertise communicating with the Unit In-charges and Production Team to create Landline Inventory and Remove unwanted lines. Displayed capabilities in staff handling and charging various departments in the plants. Adept at preparing Minutes of Meeting, Implementing a State- wide Training programme and Managing Clusters. Adroit in Troubleshooting, Problem Solving and Customer Service. A Strong Communicator with honed Interpersonal, Motivational, Aesthetical, Problem solving, Analytical and Organizational skills.



Education

MCA (Master of Computer Applications) from Bharathiar University, Coimbatore with 72.31% in 2011



Areas of Expertise

Strategic Procurement



Report Generation



Inventory Control



Negotiation



Cost Reduction



Vendor Management



Requirement Gathering



Cash Handling & Payment Process



Supplier Evaluation & Staff Handling



Work Experience



Jun'21– Mar'23 – Hope Foundation., Delhi

Cluster Coordinator and Trainer (ICT: Computer Literacy – Onsite & Remote)

- **Conducted training sessions on Special ICT skills** tailored to specific needs of visually challenged Govt. School Teachers, Tamil Nadu(A Project by Hope Foundation in association with SCERT/SSA – Department of school education, Tamil Nadu, Supported by Dell Technologies)
- **Organized** special ICT skill training program for Visually challenged Teachers, Tamil Nadu into 2 phases viz., Phase - 1(Android) & Phase - 2(Windows)
- **Created audio tutorials** based on ICT skill training sessions and published the same on You Tube
- **Developed and Delivered instructional materials** to enhance learning outcomes of VCT
- **Prepared minutes of meeting and Team Reports** in MS office(Word, Excel & Power Point) & Google applications for the entire project
- **Facilitated** hands-on practice and ensuring individualized support to foster skill development.

Outcomes of the Project:

- **1500 VCT's were trained and equipped** to integrated technology in class room teaching and Learning
- **50,000 students** were covered and Teachers who were previously only allowed to teach language and Social studies could start teaching other subjects

Previous Experience



Feb'17– Sep'20 – St. Patrick's Academy,, Dindigul
Purchase In-charge

- **Managed** inventory levels and stock availability, reducing stock outs by 20% and improving order fulfillment rate by 15%
- **Retained** former potential suppliers and re-established positive relationships led to lower rates and more profit
- **Developed** and **Implemented** strategic sourcing plan that resulted in a 15% procurement cost and a 20% increase in supplier performance
- **Analyzed** and **Reported** on purchasing activities, providing insights that led to a 10% reduction in procurement cycle time and 5% in cost savings
- **Tracked** and **monitored** orders to ensure timely delivery ,resulting in a 15% decrease in late delivery and 10% decrease in on-time performance

Previous Experience



Apr'14 – Feb'17 – Arise Industries and Agency Pvt. Ltd., Trichy
Executive Purchase (Single Handed)- Purchase Department

Growth Path

Apr'14 – Jul'14 : Management Trainee(Data entry, Cashier, Administrative, Supplier payment process and Staff Handling)
Aug'14 – Feb'17 : Purchase Executive, Cashier, Payroll Officer and Sales Head

- **Negotiated** contracts and pricing with vendors and suppliers resulting in **68 Lacs** cost saving across all procurement categories in 2015-2017
- **Resolved** suppliers' issues, helped and assisted management in receiving materials worth **25 lacs** that had been delayed for years
- **Procured** machines with automatic technology in 2015-16 which increased the production by **50%**
- **Researched** and **Revived** potential vendors and suppliers leading to the identification of new supplier that offered **25%** reduction in cost without compromising quality and started immediate production
- **Redesigned** workflow, consolidated positions and **implemented** innovative Tag system which improved warehouse efficiency by **55%**

Previous Experience



Jun'11 – Feb'12 - Reliance BPO Pvt Ltd., Chennai.
Executive – Customer Service Representative(CSR)

- **Addressed** customer service enquiries in a timely and accurate fashion
- **Attained** daily, weekly and monthly targets specified by the process
- **Attended** escalation calls apart from taking normal calls
- **Received** appreciation from the customers' for troubleshooting the issues in a quickly manner and got selected for "Ace Call" and received '**Spot Ovation**' from the associated TL for the same

Technical Skills

- **Tools & Software** – MS Office Suite, Google Workspace and Tally ERP(Working Experience)
- **Technical Skills** – Purchasing, Demand Planning, Sourcing, Direct & Indirect Procurement, Procure to Pay
- **Industry Knowledge** – Supply Chain, Inventory & Risk Management and Scrap Payment

Personal Details

Date of Birth : 2nd June, 1986

Nationality : Indian

Languages : English - Proficient & Tamil - Native

Address : No. 21A, Somasundara Nagar, Devakottai (Taluk), Ramnagar (Post), Sivagangai (District) – 630303.