

SANTOSH KUMBAR

Mobile: +91-8431161404

E-Mail: santoshkumbar774@gmail.com

Career Objective

To secure a challenging position in a reputable organization to expand my learning, knowledge and skills.

Professional Summary

- Over 3.5+ Years of experience in Procurement, Sourcing, Vendor Management, inventory management and Warehouse management.
- Excellent knowledge on P2P Cycle, Buying Activities and Sourcing.
- Have good understanding of business processes in SCM (Supply Chain Management).
- Good knowledge on daily activity documentation for purchasing.

Career History

- Currently working with **Enventure Engineering LLP**. From Feb-2020 to till date as **Project Associate (Purchase Executive)**.
- Worked with **Pikaboo E-commerce** as **Supply Chain Executive** From Oct-2019 to Feb-2020.
- Worked with **Accutech Enterprises** as **Procurement Executive** From Dec-2017 to Sep-2019.

Professional Experience

Responsibilities as **Project Associate (Purchase Executive) – (Enventure Engineering LLP)**

- Daily Processing the purchase requisitions for Direct and indirect materials in timely manner.
- Confirming the all transmitted Unconfirmed purchase orders with confirmed Price, Quantity And Estimated delivery dates.
- Expediting the rush orders to get fulfill the requirement on time.
- Review the Past due orders report and Follow up with Vendors, courier Partners for the right time delivery.
- Taking a right actions for the Price issues, Quantity issues and Quality issues.
- Follow up with vendors to improve the lead time for the special orders.
- Arranging all possible facilities for the emergency and special orders.
- Maintaining the KPI reports based on the weekly targets and achieving the accuracy.
- Preparing weekly and monthly reports for all orders records.
- Coordinating with Finance team for clearing Credit hold invoices and payments.
- Obtaining the Prof of delivery from the vendor and rechecking with delivery status and maintaining the accurate matches for the all orders.

Responsibilities as **Supply Chain Executive - (Pikaboo)**

- Procuring the all materials as per the requirement.
- Processing the all daily orders on time and fulfilling the customer requirements.
- Taking care about all **INBOND** and **OUTBOND** operations and return put away operations.
- To maintain inventory accuracy 100% in warehouse.
- Raising E-way bill whenever needed.
- Raising Debit notes and Credit notes whenever needed.
- Coordinating with packing team for daily smooth dispatch of orders.
- To carry out activities like bin audit, cycle count and matching physical stock with system stock.
- Coordinating with clients and vendors for all purchase business plans.
- Maintaining the all sales report from All E-commerce Platforms on monthly basis.
- Maintaining the all return orders report and adding into the stock again.
- Uploading the all items on All E-Commerce portals.

Responsibilities as **Purchase Executive – (Accutech Enterprises)**

- Sourcing a Direct and Indirect materials according to the requirement.
- Analyzing PR and Preparing RFQ to obtain the Quotation from different reputed vendors.
- Analyzing important parameters for quotation comparison.
- Creating PO and getting approval of the PO.
- Follow up with Vendors, courier Partners for the right time delivery.
- Taking care about Quality issues, Incoming rejections and GRN activities.
- Coordinating with Finance team for clearing Credit hold invoices and payments.
- Preparing monthly reports for all orders records.
- Planning for the all materials on monthly basis.
- Follow up with vendors for the rush order.
- Maintaining the inventory.
- Maintaining Good relationship with vendors and transportation team for smooth running the purchase activity.

Technical Specifications

- Microsoft Dynamic 365, Basic SAP-MM.
- Uniware, all E-Commerce portals like Amazon, Flipkart, Paytm and etc.
- Conversant with MS Word, MS Excel.
- Certification in AUTOCAD, CATIA V-5, SOLID WORKS.

Academics

- B.E in Mechanical – Government Engineering College Ramanagar from VTU Belagavi (2017).

Personal Details

Name : Santosh kumbar
Father's Name : Sadashiv
Date of birth : 18 July 1993
Languages Known : English, Kannada and Hindi.
Present Address : Vijay nagar banglore.

Declaration

I hereby declare that all the details furnished above are true to the best of my knowledge.

Place: Bangalore

Date :

(SANTOSH KUMBAR)