

LOKESH R

#19/436A, 11th cross, Agrahara layout, Yelahanka, Bengaluru North - 560064
Email: lokeshr.2218@gmail.com Mobile: +91 7899482218

Expert sourcing & procurement specialist with 6 years 11 months experience in a wide variety of Aerospace, Defence, Oil & Gas products and supply chain methodologies. Excellent problem-solving and strategic planning abilities to develop feasible workflows and allocate resources efficiently. Proficient with manual and computerized inventory records, including successful management of changeover from physical to electronic supply records. Proven leadership abilities that enable teams to achieve production targets and quality benchmarks while developing new supply chains and vendor relationships. Able to multitask and learn quickly, with an excellent work ethic and dedication to accuracy.

Key expertise and Technical skills

| Strategic Sourcing | Material Requirement Planning | Project Management | Procurement | Procure to Pay cycle | Inventory control and management | Imports Clearance & Forwarding | Vendor development & Management | Vendor Audits | Strong Negotiation | Cost & Lead time reduction | AS 9100 auditing | Infor BAAN ERP Version 8.6a | MS Office | Strong oral and written communication skills | Supplier Payment terms | Preparation of Customer BOM | AS & MIL Standards | AutoCAD | PRO-E | Technical Drawing - GD&T | SFDC | Oracle Pascal | Oracle SQL Developer | Tableau | NCM Tool |

Professional Experience

Procurement Specialist (SCM)
ITC INFOTECH INDIA LTD

Jul 2019 – Nov 2020
Bengaluru, KA

- Effectively Plan and Manage client projects and deliver outstanding service to the client's specification
- Create and issue routine purchase orders, track purchases and shipments (Globally), and provide estimated delivery dates as requested.
- Executed factory related supplier improvement actions.
- Manage assigned commodities and suppliers to meet organization's objectives related to quality, cost, delivery performance and schedule.
- Ensure rapid lead time supply of all parts with purchase orders for product development builds through close interaction and management of prototyping and production suppliers for all phases from Concept to Product Transfer to Manufacturing
- Drive an efficient and accurate system for monitoring all open purchase orders.

- Deliver a weekly purchase order report to management that indicates the vendor invoice number for all closed purchase orders.
- Work with the inventory management team to ensure that all deliveries satisfy the assigned purchase orders and report any back-ordered or missing products.
- Assist the Supply Chain Manager with maintaining proper inventory levels of materials used on a regular basis.
- Professionally building the global reports for each buyers of various sites (e.g., AP Holds, Spend Analysis and Dashboards)
- Create Daily Metrics for buyers to update Contract date, Promise date, Open PO status from each supplier globally.
- Controlled inventory levels and worked with plant manufacturing operations and logistics teams, suppliers and demand planning department.

Sourcing & Procurement Specialist (SCM)
CENTUM ELECTRONICS LTD

Dec 2014 – Jun 2019
Bengaluru, KA

- Ownership of buying and sourcing processes leading to success in the key areas of negotiations, vendor management and purchasing lifecycle management.
- Working closely together with cross functional teams to gain overall customer satisfaction.
- Drive cost reduction efforts working collaboratively with the business stakeholders (Product development teams, Quality, Operations)
- Responsible for quotation and purchasing order to ensure on time delivery.
- Effectively Plan and Manage client projects and deliver outstanding service to the client's specification
- Assists in the communication to suppliers to match delivery and quality expectations.
- Early involvement of SCM in R&D during the new product development.
- Manage the order process: requisitions from all departments/business units, handle requests for quotes, process purchase requisitions/purchase orders, provide orders to suppliers, maintain adequate records of purchases, follow up on orders/approvals and resolve issues with invoice/receipt discrepancies.
- Supplier production part approval process for New Product development and flawless launch after FAI.
- Regular follow up with suppliers for OA and ETD.
- Monitoring OTD (On time delivery) and QP (Quality performance) and taking necessary corrective actions.
- Continually monitors suppliers Performance status and overall supplier performance at assigned plants. Performs fundamental data analysis (Vendor Rating) to determine performance level of suppliers and drive action plans as required when necessary.
- Monitor & communicate suppliers about any rejection and RMA request. Works with suppliers to initiate and close Corrective Action Report (CAR) and to ensure that root causes have been properly identified and eliminated.

- Plan the manpower inspection according to the priority list given by Production/Engg to achieve the target inspection time.
- At any point of time be prepared for customer and IQ audits
- Ensure that 5's been monitor at their workplace at any time be ready for audits.
- Distribute the responsibility among the inspector at the inspection location and monitor the effectiveness.
- Conducting minutes of meeting (MOM) with supplier.
- Experience in incoming part inspection like Mechanical/General material with GRN approval.
- Generating QAP, Inspection Plan, Quality Format.
- Pre-Dispatch Inspection activities - Ensure inspection of all Lots before Dispatch. To ensure quality of Inspection. To ensure control of NC Products. To ensure identification / implementation of counter measure action for any defecting line Quality problems.
- Maintain notes, drawings and other documentation (like engineering drawings, bill of materials, list of design parameters, shop floor procedures) for future reference.

Education

B. Tech in Mechanical Engineering
University of Mysore, Mysuru.

2019

Declaration

I hereby confirm that all information stated in this curriculum vitae are true and complete to the best of my knowledge. Awaiting a positive response from your esteemed organization, I will prove myself to be a good asset to the company.

Place: Bengaluru
Date:

Yours Sincerely

(LOKESH R)