



UMASHANKAR

Procurement Manager &
Administrative officer

MATERIAL/OPERATIONS/VENDOR
DEVELOPMENT

About Me

Results-driven and highly organized Purchase Manager with over 14 years of experience in managing procurement activities, optimizing supply chain processes, and negotiating cost-effective contracts. Adept at establishing strong relationships with suppliers, ensuring timely delivery of goods, and overseeing budget management to meet organizational goals. Skilled in inventory management, cost reduction strategies, and leading cross-functional teams to drive operational efficiencies.



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B-132, Gali No.-3, Mohan Baba
Nagar, Badarpur

Educational Qualification

- Higher Secondary from C.B.S.E Board
- Senior Secondary from C.B.S.E Board
- BBA from Annamalai University
- MBA (BE) Chaudhary Devi Lal University
Sirsa

Experience

**Procurement Manager &
Administrative officer**

October 2020–Present

K.R . Mangalam Group

- Lead and manage the procurement process for all materials, goods, and services required by the organization, ensuring timely and cost-effective purchases.
- Negotiate contracts with suppliers to achieve favorable terms, pricing, and delivery schedules.
- Maintain a comprehensive supplier database and regularly evaluate vendor performance to ensure quality and reliability.
- Develop and implement purchasing policies and procedures to streamline operations and maintain compliance with industry standards.
- Collaborate with internal departments such as finance, logistics, and operations to forecast demand and ensure appropriate inventory levels.
- Oversee procurement processes for all construction projects, ensuring timely delivery and competitive pricing of materials and services.
- Oversee the preparation of purchase orders and track shipments to ensure timely delivery.
- Managed end-to-end vendor invoice processing for payment, ensuring accurate and timely processing of invoices in accordance with company policies.
- Reviewed and verified invoice details for accuracy, ensuring proper coding to general ledger accounts.
- Oversee daily administrative operations, ensuring efficient office workflow.

Skills & Knowledge

- Experience on RVW, ERP, Tally and SAP.
- Negotiation & Costing.
- Procurement and Purchasing Strategy
- Supplier Relationship Management
- Invoice Processing
- Accounts Payable Management
- Documentation skills
- Project management
- Good communication skill
- Relationship Development
- Budgeting and Cost Control
- Team work & management
- Quick decision making ability, Deep analytical ability & Statistical knowledge
- Proficient in use of MS Office software, Excel, Word & PowerPoint.
- Capability to learn new software & applications
- Data Analysis and Reporting

CERTIFICATIONS & WORKSHOP

- One year Computer Diploma through Comtech.
- Participated and organized multiple events at College time.

Personal Details

Father's Name	Mr. Deena Nath
DOB	30 -July-1988
Religion	Hindu
Nationality	Indian
Marital Status	Married
Language Known	English &Hindi
Date	
Place	New Delhi

- Handle budgeting, invoicing, and procurement processes for office supplies and equipment.

Purchase & Project Manger

February2016–
October 2020

TVS Supply Chain Solution Private
Limited

- Responsible for organization purchase requirements of Marketing, Brand shops, Dealer Meets, Customized promotional items. Such as, Admin purchases (Opex/Capex), Logistic & warehousing services.
- Forecasting demand and supply on a monthly, quarterly and yearly basis.
- Managing flow of goods on the basis of demand generated by our sales forces.
- Prepare Bidding documents, identified potential vendors for the bidding.
- Float RFQ to suppliers.
- Coordinate with suppliers to explain them the requirements and get quotation within the Timeline.
- Prepare supplier evaluation sheets.
- Responsible for execution of work at PAN India.
- Responsible for resolve payment issue with finance Team.
- Responsible to settle the yearly marketing related rate contracts.
- To Cost down activities as per KPI. Cost savings of INR 3 crore in the current financial year. By saving 9% in total cost through annual branch rate card.
- Maintain Vendor Master & Material master in system.
- Resolved conflicts and negotiated mutually beneficial agreements Between parties.
- Preparing & Presenting Data of procurement for MIS.

Procurement Officer.

20June2011–January
2016.

EONNP last India Pvt. Ltd.

- Initially, responsible all type of technical charts.
- For day to day requirements. Such as- Organizing top performer events, Stationery items, Housekeeping materials etc.
- Responsible for management of monthly event.