

## **SUMIT KUMAR PANDA**

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### **CAREER OBJECTIVE:**

- Seeking a challenging environment that encourages continuous learning, creativity & exposure to new ideas which stimulates personal and professional growth.
- To constantly update myself and contribute in the field of Supply Chain Management.
- To play a pivotal role in making strategic decisions within the company.

### **SNAPSHOTS:**

- A Professional with 7 years' experience in Strategic Sourcing, Procurement, Planning, Distribution, warehouse management and Supply Chain Management.
- Expertise in leading SCM Projects that involves Price Negotiation, Cost saving, Global Suppliers Data management and Quality Management.
- Hands on experience in managing RFQs, Purchase Order Management, Inventory Control, Material Management, MIS, Price Negotiations with suppliers, primary and secondary research.
- Now working as Engineer M/s **Federal Transformer Co .L.L.C**
- Previously worked as Sr. Supervisor at M/s **Vijai Electricals Ltd, Hyderabad & Trinity Transformer Pvt Limited**

### **PURCHASE RELATED SKILL SET:**

- **Procurement of Material**
- **Material Management**
- **Expediting**
- **Comparative Statement**
- **Documentation**
- **Negotiation with vendors**
- **Vendor Management**
- **Preparation of MIS**
- **Project material Distribution & Related funding.**
- **Payment and Bank reconciliation**
- **Contract Negotiation**
- **Strategic Buying**
- **RFP / RFQ / RFI**
- **Vendor Management**
- **Vendor Quality Certification**
- **Value Analysis**

### **CORE COMPETENCIES:**

- Formulating and implementing the procurement / supply chain strategy for purchase and establishing methods to achieve cost saving targets.
- Thorough knowledge of entire gamut of Supply Chain and adept at developing Sourcing Strategies.
- Leading, training & monitoring the performance of team members to ensure efficiency in operations.

### **KNOWLEDGE IN COMPUTERS:**

- Knowledge of ERP Systems and tools such as Infor LN, BAAN
- Knowledge of Spend Analysis, Primary & Secondary Research.
- Office Applications: MS Excel, Power Point, Word, Outlook.

### **WORK EXPERIENCE – 1**

**Organization** : Vijai Electricals Ltd, Hyderabad

**Period** : June-2011 TO NOV 2014

**Designation** : Sr.Supervisor

- Planning of (B and C category) Raw-material requirement on Quarterly & Monthly basis.
- Based on requirement sheet allocating procurement program to the various buyers.
- Sending Enquiries, collection of quotations, negotiation of prices and payment terms.
- Releasing of Purchase Orders, Correspondence with suppliers etc
- Co-ordinating with Finance Department for outstanding and forecasting the financial needs against raw material procurement.
- Responsible for making shipment arrangement for inbound & outbound
- Responsible for making bookings for Pickup & liaising with Production
- Preparation of MIS reports like monthly procurement data, weekly reports, funds required statement on monthly basis, Material in Transit, Pending Orders statement, Landed cost statements for concerned items from all aspects.
- Co ordination with Finance Department for Outstanding Payments and forecast the financial needs against the Raw Material procurement.
- Co-ordination and Co-operation with all other internal Departments like, Stores, Logistics, Quality, Production, Engineering, Marketing, Accounts, Finance, Service etc.,
- Preparing supplier ratings and maintain healthy supplier relationship.
- Sourcing vendors, sending Enquiries, collection of quotations, negotiation of prices and payment terms.
- Acquired the required approvals are requested from the client if there are any changes in the price or the lead time, etc. The order is processed as per the quote and sent to the supplier
- Maintained a close track of the shipments & providing the delivery information and responsible for processing any changes to purchase orders as requested either by the supplier or customers
- Reconciliation vendor Statement through FP2.
- Develop and implement cost saving initiatives to improve commercial performance including capital items
- Having in depth knowledge about Core, Conductor, Oil Etc.

## **WORK EXPERIENCE – 2**

**Organization** : Trinity Transformer Pvt Limited  
**Period** : June 2017 – 31st of March 2018  
**Designation** : Purchase Engineer (Domestic)

- To compare and evaluate offers from suppliers.
- To verify & negotiate contract terms of agreement and pricing.
- To track orders and ensure timely delivery.
- To review quality of purchased products & coordinate with Quality head
- To enter order details (e.g. vendors, quantities, prices) into internal databases for analysis.
- To identify & remove the bottlenecks in production
- To maintain the documentation in accordance with QMS ISO 9001:2015.
- Monitor stock levels and place orders as needed.
- To coordinate with warehouse staff to ensure proper storage.
- Budgeting, costing and cost saving after reviewing the management information available

## **WORK EXPERIENCE – 3**

**Organization** : Federal Transformer Co.L.L.C(UAE)  
**Period** : 1<sup>st</sup> of April 2018 –Till Date  
**Designation** : Purchase Engineer (International)

- Perform and research for potential Vendors.
- Negotiate contract terms of agreement and pricing.
- Plan warehouse and distribution centers for efficient operation and capacity
- Organize transportation activity as per requirement.
- Review of logistic plan as per the schedule & intervene.
- Review of freights rates and other transportation to keep the working cost low .
- Tracking incoming inventory and Delivery.
- Prepare cost analysis for management approval.
- Develop & Implement strategies for purchasing area aligned with the company objective.
- Tracking & reporting key functional metrics to reduce expense and improve effectiveness.
- Crafting negotiation strategies and closing deal with optimal terms.
- Maintain record of good ordered & received.
- Locate vendors of materials, Equipment or supplies; Interview them in order to determine product availability and terms of sales.
- Prepare & process requisitions and purchase order for supplies and equipments
- Review purchase order claim & contracts for conformance policy.
- Maintaining quality throughout the logistic process.
- Analyze market and delivery system in order to assess present and future materials availability.
- Develop & Implement purchasing and contract management instruction, policy & procedure.
- Resolve vendor or contractor grievances, and claim against suppliers.
- Represent companies in negotiating contract & formulating policies with suppliers.
- Prepare report regarding market condition & merchandise cost.
- Arrange for disposal of surplus materials.

**ACADEMIC CREDENTIALS:**

- B.Tech in Electrical, 2014-2017, Oxford college of Engineering & management.
- Diploma in Electrical Engineering, NIT, Bhubaneswar.
- Higher secondary Education, Green field school, Keonjhar, Orissa.

**KEY SKILLS AND COMPETENCIES:**

- Ability to work well with numbers and analyze complex data
- In-depth knowledge of market research tools and databases
- Ability to work in a structured and organized manner
- Excellent communication and 'people' skills
- Creative problem-solving skills
- Accuracy and attention to detail
- Good organizational and time-management skills

**PERSONAL DETAILS:**

|                   |   |
|-------------------|---|
| Date of Birth     | : 28th Dec 1992   |
| Languages         | : English, Hindi, Oriya, Bengali  |
| Marital Status    | : Single  |
| Hobbies           | : Listening to Music, Reading Books and Surfing Internet  |
| Permanent Address | : Sumit Kumar Panda.S/o Madan Mahan Panda.<br>Durga Mandap Gali Minning road,<br>Keonjhar (Dist)<br>ORISSA-758001 |

**Declaration:**

I hereby declare that the above-furnished information is true to the best of my knowledge

Place: United Arab Emirates

(Sumit Kumar panda)

Date: