DEIVA ESAI RAJA M

Executive Procurement

PERSONAL STATEMENT

To obtain a challenging position with the potential to assist with overall growth of the company as well as an opportunity for personal growth.

WORK EXPERIENCE

Executive Domestic Procurement

Pondy Oxides And Chemicals Limited Jan 2019 – Present

- Executive Domestic Procurement at Pondy Oxides & Chemical Limited.

- Creating purchase orders, monitoring prompt progress through all stages (Infor LN 10.7)

- Negotiated contract prices, approved requisitions, managed inventory,
  Performed cost analysis/comparisons, ran production reports and maintained.

- Create purchase orders and send them to choose vendors.

- Calculate all order costs and evaluate invoices for accuracy.

- Ensuring that the product inventory is always in compliance with company policy.

- Accurately researched and created detailed purchasing reports such as
  vendor pricing analysis.

- Maintained and developed vendor relations and communicated all purchasing
  questions and concerns.

- On our requirements, vendor selection is initiated based on present Market.

- Best vendors are filtered through by collecting data from various resources.

- Interact with suppliers daily to develop and nurture mutually beneficial Relationship.

- Maintained monthly cost savings report.

ERP Functional Admin: - (INFOR LN)

- Logistics company full functionality administrator.
  (Import, Domestic Procurement, Sales, Inventory, Production, Dispatch and Quality)

- Conduct analysis on problems independently, Research and recommend solution.
  alternatives, and execute remedial steps to address business process gaps
  And data issues,

- Item, Business Partner, Warehouse, Operation & Machineries Master
  creation and Standard cost updating

- Item master data creation and Bulk Uploaded.
  (Item Code, HSN, Item default, Classification and Enterprises Unit.)

- Production Operation, Machineries, Routing and BOM creation.

- Monitoring inventory and shipments

CONTACT DETAILS

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SKILLS

Supplier Evaluation,

Material Consumption Analysis,

ERP Functional analysis,

ERP Implementation Support,

User ERP problem solving,

ERP Master data controlling,

Team Co-Ordination.

LANGUAGES

Tamil

English

INTERESTS

Purchase,

Inventory,

ERP Functional Admin,

Industries,

- Quality mater data bulk uploaded. (QC characteristics, Standard Test Procedures and Test Combination) Provides support and training to user community.
- Timely User ticket closing.
- Inventory Adjustment order doing on before getting management approval.
- Operations and surcharge cost updating on a monthly basis
- MAUC value correction and monitoring on a daily basis.
- Fulfilled the user's expectation with the support of development teams.
- Takes ownership of continuous improvement within the ERP solution
- Good relationship with users and developing teams.
- Can prepare specifications, estimates and solution documentation to support work completed.
- Strong analytical, problem solving and decision making skills

ProConnect Supply Chain Solutions Ltd March 2018 – Feb 2019

- Data Entry Operator at ProConnect Supply Chain Solutions, Trichy.
- Working on a project of Warehousing and Third-Party Logistics (3PL) under Indus Towers Ltd.
- Entering customer and account data from source documents within time limits.
- Maintain confidentiality of sensitive information.
- Admirable experience in invoice processing and data entry operations.

Team Trans Logistics Pvt Ltd. March 2017– Feb 2018

- Operation Assistant at Team Trans Logistics Pvt Ltd, Chennai.
- Worked on the project of Airtel Material transportation.
- Transport bill processing.

Software

- ERP - Infor LN (Cloud Version 10.7)
- ERP – Oracle
- FOCUS
- MS Office

Education

- B. Com - (Nazarath Margoschis College, Pillaiyanmanai 2013 – 2016, MS University)
- HSC Eka Ratchagar Sabai Hr. Sec. School, Salaiputhur
- SSLC Eka Ratchagar Sabai Hr. Sec. School, Salaiputhur.