

JAI JANCY.P

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**Procurement| Sourcing |Purchase| Buyer
Supply Chain Management | Client Servicing |Order Management.
Seeking middle level managerial assignments Procurement| Process
Enhancements with an organization of repute**

PROFESSIONAL SYNOPSIS

- **Procurement Analyst with experience of 3 yr and 5 months in Procurement Operations, Sourcing, Buyer,Purchase , Supply Chain Management, and Team Management.**
- **Certified Quality management professional as Line Quality, FQA, OBA with nearly 7 months of experience**

ORGANISATIONAL EXPERIENCE

HCL

Dec'20-Till date

Analyst – Order Management

- Receiving order request from Order Management tool, converting Sales Quote to Sales order in ERP Tool –E-Auto.
- Sales Order will send to warehouse to deliver the material as per the information provided in packing list.
- Receiving the Proof of Delivery and generating invoice, processing for funding based on credit approval provided by sales rep.
- Getting funded the order and close the deal for order management tool.
- Coordinating with warehouse, onsite team and sales rep to solve document related issues to get the deal funded
- Process the Pickup for date out equipment and scrap units based on customer request
- Process for the Sis Core request- Out Of Geography OOG request

Flex

Nov'19-Jul ' 20

Senior Analyst Procurement

- Placing purchase order with suppliers, obtained confirmation with in TAT ensuring material receiving as per confirmed delivery date.
- Work experience in handling ERP-BAAN. Worked under computerized EDI process.
- Creating PO based on MRP signal, converting PO to PR, updating the confirmed details from supplier in ERP.
- Demonstrated excellence in tracking all orders placed with suppliers upon delivery and verifying invoices to ensure that orders have been filled correctly and goods met specifications.
- Responsibilities of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement.

- Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility
- Maintaining Minimum & Maximum Level of Critical & Fast-Moving Item. Ensuring data are correct to avoid receiving and AP challenge.
- Working with open market to cover immediate short and working with worldwide team to cover immediate shortage material based on need date
- Having calls with site planner on daily basis regarding shortage report to avoid immediate short. Working for push out and cancellation for confirmed orders to avoid excess inventory
- RMA process will be done for incoming issues related material

Syrma Technology

Nov'19-Jul ' 20

Graduate Engineering Trainee/Quality Assurance

Deliverables:

- Expertise and trained on basic concepts of Quality and other contemporary process improvement techniques such as TQM, 5S, DPMO, POKA YOKE, KAIZEN, CTQ.
- Efficient in implementing and maintaining new Quality Management Systems for productivity improvement as well as for manufacturing quality.
- Customer oriented approach with rich skills Addressing customer complaints, detailed analysis and ensuring implementation of corrective action plans, mistake proofing. Customer visits for understanding and resolution of quality issues and Suppliers Quality Management
- Administering the Quality Assurance & Control (In process quality, Final Quality & Quality improvement) activities in the organization.
- Ensuring complaint analysis, definition and monitoring of corrective actions and customer via tool.
- Coordinating with Customer/Design on product specifications, quality plan, development, feasibility study, first lot approval and implementation.
- Implementing Best practices such as Kaizen, 5S & Lean manufacturing.
- IPC 610 G certified for visual inspection, performed as OBA Quality for Finished Goods.
- Follow up with Unsafe practices and closing the open status once completed.

ACADEMIC CREDENTIALS

2017 B.E in ECE from James College of Engineering, Nagercoil. Secured 6.7 CGPA
 2013 12 th from S.R.K.B.V.M.Hr.Sec School, Kulasekharam with 74%
 2011 10th from S.R.K.B.V.M.Hr.Sec School, Kulasekharam with 86%

EXTRA CURRICULAR ACTIVITIES & CERTIFICATIONS

- Participated National level Technical Symposium in various Engineering Colleges
- Participated in National Conference in VV and CSI College of Engineering.
- Published paper in International Journal of Advanced Research in Management, Architecture (IJARMATE)

STRENGTH

- Active listening & Communication
- Problem solving
- Interpersonal skills
- Creative thinking
- Decision making
- Ability to learn from mistakes

PERSONAL DOSSIER

Date of Birth: 21st April 1995

Address: 35, Tungabathra street, Sanatorium, Chennai .

Linguistics: English, Tamil, Malayalam, Hindi.

DECLARATION

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

I assure that I will do my best towards the growth of the organization.

Yours sincerely

Jai Jancy