



Profile

Name

Raja.S

Father Name

Mr.J.Sekar

Date of Birth

16/10/1988

Marital Status

Married

Address (Permanent)

House No.163,
Medavakkam main
road,Adambakkam,Chennai
tamilnadu
Pin -600088

Phone

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Email

raja.sekar.161088@gmail.c
om

Languages Known

Tamil & English To Read,
Write & Speak

Computer Skill

SAP

SD &MM ,INFOR and
Mainframe

MS Office

Word, Excel, PPT

Dot Net

RESUME

CAREER OBJECTIVE

To obtain a position as **Procurement, Purchase & Logistics Specialist** by successfully leveraging my skills in global sourcing to the benefit of the organization and aspiring to continuously acquire new skills and knowledge with organization's growth.



Professional Education

Diploma in .NET

(2014)

B.E (Electrical and Electronics Engineering.)

(2008-11)

Thangavelu College of Engineering, Anna University,
Chennai

Diploma in Electronics and Communication Engineering (DECE)

(2006-08)

Apollo Polytechnic College,
Tamilnadu

Class-XII - Nehru Government Boys Higher Secondary School, Nanganallur.

(2005-06)

Class- X - Nehru Government Boys Higher Secondary School, Nanganallur.

(2003-04)

Work Experience – 9 Years

Period	Designation	Organization
July 2011 to July 2014	Supervising Engineer	ANUSHAM ENGINEERS (First Grade Boiler Repairer & Steam Pipe Line Erectors) Chennai.
December 2014 –April 2018 and April 2019 to April 2021	Process Executive	Redington Gulf FZE – India Branch (Chennai) (IT & Telecom Distributor, MEA)
May 2018 to March 2019	Documentation Assistant	Redington Gulf FZE – Dubai (IT & Telecom Distributor, MEA)
April 2021 to Till Now	Senior Executive - Operations	Anixter India Private Limited – Mylapore (IT & Telecom Distributor)

Key Job Skill

Accountabilities – Customer / Operation:

- Responsible for material movements (Outbound) in accordance with contractual terms (INCO) of the Customer.
- Raising Sales orders and creating outbound delivery note in SAP.
- Provide material movement reports and complete shipment status.
- Ensure prompt and accurate preparation of customer's export shipments.
- Identify technical, logistical performance or support issues and facilitate resolution.
- Continue establishing and maintaining strong logistics contact, procedures.



Domain Expertise

- **Team Handling**
Managed a team of 5 members..
- **Contract Management**
Placing Contracts with different Categories of Vendors.
- **Shipment Tracking**
Trackig the shipments with Freight Forwarder.
- **Payment Processing**
Negotiating the Freight Charges with the FF and Processing the payment without Delay.
- **Documentation**
Handling All Documentation related to Local and Export Movements.
- **TAT Time**
Periodically reviewing the Stock, Product Group, HS Codes. Investigating and responding to inquiries regarding distribution and shipping. Delivering the Goods to the customer on agreed time.

Procurement / Purchase:

- Procure products from vendor depending upon customer needs as well as stock orders.
- Placing orders in vendor portal.
- Generating quotation in SAP as per customer need with current financial year data.
- Creating purchase order and sales order as per quotation.
- Creating purchase contract, sales contract for export and domestic shipments
- Creating Inbound delivery note (IBDN) and follows up with logistic team for GRN.
- Creating outbound delivery note (OBDN) and raising commercial invoice to customer
- Reviews and updates the purchasing strategy.
- Oversee issuance of purchase requisitions in the respective system to ensure timely placement of POs
- Monitor and report to sourcing management
- Establishing good working relationship with vendors through personal contact, discussing and resolving problems regarding delayed delivery dates.
- Placing ICPO (Intercompany Purchase Order)
- Getting approval from the Sales Manager and Product Manager to get the order placed with vendor.
- Maintainning order reports for Day to Day activities.
- Handled different payment terms like, Letter of Credit, CAD, Advance Payment etc..

Logistics and Documentaion:

- Handling entire documentation involved from finalization of order to completion of order – Mainly Commercial Invoices, Online Chamber registration for COO, Legalization, Vessel Booking for the shipments, Instruction to forklift people to load the containers, Documentation for Export, Inspection (if require) coordination, Insurance (if require).
- Well versed in Online Customs Documentation
- Customs certification procedures for various countries. (E.g., COC,SASO,COO ICT Qatar,TRA, Pre Assesment etc..
- Booking the shipments with Forwarder and Tracking the shipments upto the delivery to Customer..
- Sending Pre Alerts and Shipment status to Sales persons and Product managers.
- Well versed in Documenatation for Local and Export Shipments.
- Maintaining the freight and other expenses involved in Local & exports at the lower level through freight consolidation, choosing appropriate shipping method.
- Arranging Physical inspection, scheduling it & submitting the Inspection report to the Customs Dept.
- Well versed in different types incoterms like CIF, FOB, EXW, CFR, DAP, DDU etc...

DECLARATION

I hereby declare that the above furnished information's are true to the best of my knowledge and belief.

Place:Chennai

S.RAJA