

CURRICULAM VITAE

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Educational Qualification

- ✓ **PGDBA in Supply Chain Management** from Prin. L. N. Welingkar Institute of Management Development & Research, Mumbai. (Duel Specialization) (appeared)
- ✓ **PGDBA in Operation Management** from Prin. L. N. Welingkar Institute of Management Development & Research, Mumbai. (appeared)
- ✓ Technical Qualification: **Diploma in Mechanical Engineering**, Fr. Agnel Polytechnic, Vashi Mumbai
University/ Board : Mumbai / MSBTE
Percentage : 74.22%
Year : May 2004
- ✓ Passed **S.S.C (Maharashtra Board)**, Social Service League High School, Parel Mumbai
Percentage : 70.28%
Year : March 2000

Professional Profile

- Over 17 years of experience in managing materials, operations & facilities in equipment manufacturing and facility management Company.
- Past record of excellent Material Planning, Sustained Customer satisfaction through Promised Delivery Performance and linear achievement of Financial Goals.
- Track record of successful cost reduction, improving profits, and streamlining operations.
- Well aware of the norms of safety & statutory compliance required for plant operation.
- Conducted Internal audits of ISO 14000, ISO 9000, OSHAS & 5S
- SAP key user- Explored & developed effective ways of using ERP module to improve white collar productivity & implemented the same.
- Good coordination with vendors to find out the economical solutions without compromising the quality of the product/ service.
- Demonstrated ability to drive innovation in Supply Chain & Facility Management through detailed planning, training, and determined execution.
- Well recognized for establishing and maintaining systems and processes in order to ensure material availability with proper supplier communication and inventory control.

Areas of Expertise

- Inventory Management
- Delivery Prioritization
- Demand Planning
- Outsourcing Projects
- Supplier evaluation
- Production Scheduling
- SAP key user
- Benchmarking Projects
- Facility Management
- Operations Management
- Visual Inventory Control
- 5“S” and KAIZEN

Work Experience

SMS Integrated Facility Services Pvt Ltd, Mumbai

March 2020 to till date

Working as **Senior Manager-Procurement- Pan India Head of Central Procurement Department**

Key responsibilities:

- **Operation Management**

- ✓ Responsible for pan India Vendor Onboarding & rate negotiation.
- ✓ To ensure compliance with the process of procurement
- ✓ Implementation of cost control measures.
- ✓ Responsible for keeping process flow running with the help of service departments like AP & AR for regular issues.
- ✓ Coordination with various service agencies for maintaining service contracts by renewal and by new appointments.
- ✓ Monthly Reporting of Following KPI's to Top Management.
 - Delivery Reliability
 - Supplier Evaluation
- ✓ Proficiency in MS excel, power point, internet, SAP, report generation and documentation for preparing proposals.

- **Inventory Management**

- ✓ To ensure adequate availability of materials at client location.
- ✓ Identifying & elimination of losses in process through training of people for lean techniques (e.g. 5S, Kaizen) & implementation of these techniques followed by internal & external audits.

- **People Management**

- ✓ Identifying key skills & competencies within the talents during recruiting, retaining, appraising and grooming. Directing them to lead his/her responsibility proactively towards achieving business objectives.
- ✓ Ensuring equal distribution of work load to eliminate the creation of frustration & fatigue failure.
- ✓ Conduct Skill gap analysis & align with HR department to facilitate the technical, behavioral & safety trainings for all team members.
- ✓ Empowering team members to manage the vendors, suppliers & contactors within systematic controls.

Hi-tech Engineering Works, Mumbai

January 2018 to March 2020

Worked as **Business Partner** for a fabrication unit.

Key responsibilities:

- ✓ Material planning and procurement of raw material.
- ✓ Preparation of Manufacturing Plan and Its execution.
- ✓ Delivery Prioritization through Demand Planning & Production Scheduling.
- ✓ Make sure that all required materials are available at production line.
- ✓ Supplier Evaluation through Logistics Information system.
- ✓ Settlement of regular as well as situational HR issues.

SIEMENS Ltd, Mumbai

June 2006 to January 2018

Worked as **Logistics Project Professional** in manufacturing, material planning & procurement dept.

Key responsibilities:

- ✓ Material planning and procurement of raw material (both local & imported) of the magnitude of 700 variants through MRP in SAP environment. (30+ suppliers)
- ✓ Preparation of Manufacturing Plan and Its execution.
- ✓ Delivery Prioritization through Demand Planning & Production Scheduling in SAP
- ✓ Capacity planning at vendor's end to take care of volume growth and to absorb peak demands.
- ✓ Make sure that all required materials are available at production line.
- ✓ Supplier Evaluation through Logistics Information system.
- ✓ Responsible for Annual output of Rs. 400'0 millions
- ✓ Manufacturing of low voltage Switchgear – Safety Products : Push Buttons, Indicating Lamps, Limit Switches & Electronic Timers (More than 480 variants)
- ✓ SAP Key user for the Switchgear factory – MM, PP & SD modules
- ✓ Monthly Reporting of Following KPI's in Scope of responsible MRP area to Top Management.
 - Delivery Reliability
 - Supplier Evaluation
 - Inventory Turns
 - Output / Turnover
- ✓ Responsible to have perfect relation with Union for getting management decisions work.
- ✓ Responsible for getting the production flow running with the help of service departments like IE, PE, QA & QM for regular issues.
- ✓ Implementation of lean manufacturing concepts through CIP teams.
- ✓ Preparing & updating ISO documents & controls on proper implementation.

EASTERN STEEL INDUSTRIES, Mumbai

June 2004 to March 2006

Worked as **Project Engineer**–Research & Development

Key responsibilities:

- ✓ Individually handled a project of "Vehicle safety systems- Speed Limiter Device"
- ✓ Responsible for day to day maintenance & operation activities of Research & development Department for maintaining mechanical equipments, Electrical Distribution system, HVAC system.
- ✓ Coordinate with production team to ensure timely completion of prototypes.
- ✓ Coordinate with various Inspection agencies like ARAI, VRDE, DOE etc. for testing prototypes & regular products.
- ✓ Handled projects such as Alternative Fuel conversion systems for Automobile fields and Introduction of composite cylinders for LPG to the Indian market.

Technical Skills

- ERP Modules : SAP-6.0, SAP-7.2, Max-finance, BESYS
- Application Software : Advance MS office, UniGraphics, AutoCAD 2D/3D (Drafting & Modeling)

Training Courses

In-house Learning Program, **SIEMENS Ltd.** Mumbai. (2006 to 2018)
Completed professional training courses in the following areas:

- Team Building
- Time Management
- LEAN Manufacturing
- Problem Solving& Decision Making
- Advance Communication Skills
- Business Presentation Skills
- Commercial Concepts
- Inventory Management
- ISO/OHSAS internal Auditor

In-house Learning Program, **Eastern Steel Industries.** Mumbai. (2004 to 2006)

- Time Management
- CNC programming
- Hand soldering course
- First aid & Fire fighting
- Auto cad 2D/ 3D

Honors & Rewards

- SMS Integrated Facility Services, Mumbai, 2020
Appreciated by management for smooth relocation of Head office. (Annual Saving of Rs. 50 Lacs)
- SIEMENS Ltd, Mumbai, 2017
Appreciated by management for completing the 3SE5 Localization project within given timeframe & thereby fulfilling management's vision of- 'One Product One MLFB & One Document'
- Merit Reward, SIEMENS Ltd, Mumbai, 2015.
Appreciated by top management for completing EBIT Improvement project of auxiliary products on-time (EBIT improved from -28% to +12%)
- Merit Reward, SIEMENS Ltd, Mumbai, 2007.
Appreciated by Management for Consistent Initiative in Streamlining the outsourcing activities so as to cater to +25% higher order inflow over sales plan 06/07 in 3TF contactors and also for improved housekeeping & 5S score to 97% consistently.



JADHAV VIVEK K.