

Kalavathi B.K

Purchase Executive

CONTACT

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Shivanagara, Nelamangala,
Bangalore, Karnataka -
562123

EDUCATION

BE in Computer Science
Engineering
VTU-Belgaum
2018

Diploma in Computer
science- TEB Bangalore
2013

KEY SKILLS

Effective Communication
Strong Negotiations
Relationship Management
Inventory Management
Risk Management

CAREER SUMMARY

Accomplished Procurement Specialist with more than 5 years of progressive experience providing exceptional leadership and strategic solutions to maximize profits while decreasing operational expenses. Extensive cross-functional expertise in purchasing, internet platforms, logistics, relationship management, and the development of integral process improvements. Focused on customer satisfaction, ensuring timely delivery on requirements to achieve retention and royalty. Out-of-the-box thinker and expert negotiator, able to establish strategic vendor/supplier relationships that lead to performance-based, low cost solutions.

CORE COMPETENCIES

- *Industry Research
- Supplier Relationships
- Operational Planning
- Supply Chain
- Logistics
- Vendor Relationships
- Strategic Sourcing
- On-time Delivery
- Ensure Compliance

Professional Experience

*Purchase Executive-Brilliant Printers Private Limited, Bangalore
Dec2022-Present*

- ◆ Manage, monitoring and checking of material indents for engineering, maintenance, and utility supplies to ensure timely procurement and availability.
- ◆ Contract negotiations, price negotiations, and supplier relationship management to secure competitive pricing and long-term partnerships.
- ◆ Coordinated the process of sending inquiries, obtaining price quotations, and issuing Purchase Orders (POs) for required materials
- ◆ Proactively followed up with suppliers to track pending orders and resolve any delays.
- ◆ Supervised weekly job work progress with outsourced teams, ensuring quality standards and deadlines were met for outsourced operations.
- ◆ Collaborated with production teams to check start dates and ensure materials were arranged and delivered on time to support production schedules.
- ◆ Monitor and followed up on import orders with suppliers, and coordinated with the internal Exim team to ensure smooth deliveries
- ◆ Identified new suppliers, conducting evaluations, and facilitated the on boarding of approved vendors

Professional Experience

Administator-Vrukshaa Ply and Interiors Pvt Ltd , Bangalore- 2020-2022

- ◆ Developing new vendors.
- ◆ Sending enquires to approved vendors upon the request from concerned persons
- ◆ Comparison of quotation among three vendors to do better negotiations
- ◆ Negotiation of price, payment, transport and other terms and conditions
- ◆ Inventory management
- ◆ Monitoring Inventory Levels and Ensuring Sufficient Stock
- ◆ Creating and processing purchase orders
- ◆ Entering order details into internal databases
- ◆ Tracking the released order to ensure the timely delivery and quality
- ◆ Handling the rejection and raising the complaints against the supplier regarding defective

Professional Experience

*Developer Trainee-Zeiger Logistic Services Pvt.Ltd Bangalore
2019 to 2020*

Additional Knowledge:

- Having Knowledge about ISO certification and certified as Internal Auditor
- Having knowledge about SEDEX and CPAT auditor
- Having Knowledge about 5S Audit and certified as 5S Auditor

Technical Skills:

- Proficient in MS office (Excel, Word, Power Point and Access)
- ERP Exposure: Odoo

Languages Known:

- Kannada, English

Declaration:

I hereby solemnly affirm that all the details provided above are true to the best of my knowledge and belief. I shall carry myself in a manner that lends dignity to the organization.

Place: Bangalore

Kalavathi B.K

Date:

