

RESUME

N.SENTHIL

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Name of the Post Applied:

Purchase Officer/Manager

Job Summary / Objective

"Seasoned Purchasing Manager with over 10 years of experience optimizing supply chains and driving significant cost efficiencies. Proven ability to lead cross-functional teams in strategic sourcing, vendor negotiation, and inventory management, consistently delivering 15%+ annual savings and improving supplier performance metrics by over 20%".

Hard Skills:

- Strategic Sourcing & Analysis
- Cost Reduction & Optimization
- Supplier Relationship Management (SRM)
- Contract Negotiation & Management
- Inventory Control & Optimization
- Supply Chain Management (SCM)
- Procurement Software SAP, Tally
- Budgeting & Financial Analysis

Soft Skills:

- Leadership & Team Management
- Cross-Functional Collaboration
- Analytical & Problem-Solving Skills
- Communication (Verbal & Written)
- Negotiation & Conflict Resolution
- Vendor Management

1. Purchase Officer | Komarla Hatcheries (Poultry) | June 2025 – Present

- Vendor Research and Evaluation: Identify and research prospective vendors and suppliers, evaluating them on quality, price, reliability, and capacity.
- Supplier Relationships: Establish and maintain strong, long-term relationships with key poultry suppliers and vendors.
- Contract Negotiation: Negotiate contracts for poultry products, securing favorable terms and pricing for the company.
- Order Processing: Review and process purchase orders, ensuring compliance with company policies.

- **Delivery & Inventory:** Track orders and ensure timely delivery of poultry products, and manage inventory levels to meet company needs.
- **Record Keeping:** Maintain accurate and updated records of purchases, deliveries, invoices, and supplier information.

2. **Purchase Officer** | Shree Karthik Paper Mill Pvt Ltd (Printing Paper Manufacturing) | 01-12.2023-30.12.2024

Vendor Management:

- **Research & Evaluation:** Identify and evaluate potential new vendors for raw materials, chemicals, and other essential supplies.
- **Relationship Building:** Establish and maintain strong, long-term relationships with key suppliers and vendors.
- **Performance Monitoring:** Analyze supplier performance based on quality, delivery, and pricing, and address any issues that arise

Procurement & Negotiation:

- **Sourcing:** Understand internal requirements and conduct market research to find cost-effective purchasing opportunities for paper mill inputs
- **Negotiation:** Negotiate favorable contract terms, pricing, and delivery schedules
- **Order Processing:** Create, review, and approve purchase orders, ensuring compliance with company policies and procedures

3. **Warehouse And Purchase Incharge** | Atomes India Chemicals Pvt Ltd (Poultry Food) |01-07-2022-10-08-2023

- **Inventory Management and Logistics:**

- i. The process of overseeing, controlling, and optimizing stock levels to ensure the right quantity of products is available at the right time and place.
- ii. Managing transportation, warehousing, and distribution.
- iii. Ensuring timely and cost-effective delivery.

- **Operations Management:** Oversee daily activities such as receiving, warehousing, distribution, and shipping to ensure efficient workflow and timely order fulfillment.
- **Inventory Control:** Manage stock levels, organize storage, conduct stocktaking, and maintain accurate inventory records to prevent loss and ensure inventory accuracy.
- **Warehouse Operations:** Process incoming freight trucks in a timely manner.

4. **Store Manager** | Geco Legend Enviro Tech (Earth moving plat manufacturing) | 12-07-2021 - 11-03-2022

Inventory & Supply Chain Management:

- **Stock Monitoring:** Track inventory levels for essential raw materials and place orders to ensure sufficient stock for uninterrupted production
- **Delivery Tracking:** Monitor and track incoming shipments to ensure timely and accurate deliveries of all purchased goods.
- **Quality Control:** Inspect incoming materials to verify they meet required quality standards and match the purchased order.
- **Data Entry:** Maintain accurate and updated records of all purchase orders, delivery information, and invoices in internal databases.
- **Cost Analysis:** Prepare detailed reports on purchases, including cost analyses, to help improve spending efficiency.

5. **Accountant And Purchase Manager** | Amogha Polymers India PVt Ltd (PVC Bathroom Accessories Manufacturing) | 08-11-2015-31.07.2019

• **Inventory Management and Logistics:**

- **Maintaining Optimal Stock Levels:** They work with inventory control to determine optimal stock levels for various materials and ensure timely replenishment.
- **Tracking Orders and Deliveries:** They monitor the status of orders, track shipments, and ensure timely delivery of materials to the mill.
- **Coordinating with Warehouse:** They collaborate with the warehouse team to ensure proper storage and handling of received materials
- **Managing Material Handling:** They may also manage contractors for material handling and feeding operations, especially for bulk materials
- **Ensuring Quality of Purchases:** They verify that purchased items meet the required quality standards and specifications.
- **Resolving Issues with Distributors:** They address any issues related to damage goods, discrepancies in orders, or late deliveries.

6. **Warehouse and Purchase Incharge** | H&R Johnson India (Ceramic) | 17.10.2012–12-09-2015

- **Staff Management:** Recruit, train, and motivate warehouse personnel, assign tasks, and ensure the team adheres to company policies and safety procedures.
- **Logistics & Coordination:** Coordinate the loading and unloading of goods, manage the flow of materials, and communicate with suppliers, transport companies, and other internal teams.
- **Maintain a clean, organized, and safe work environment.**
- **Ensure all paperwork pertaining to inventory, shipping, and receiving is accurate and complete.**

Educational Qualification:

Passing year	Course	Name of the Study Institution	Name of the Board
2002-2003	SSLC	Government Boys Higher Secondary School, Musiri	State Board
2003-2004	12 th	Government Boys Higher Secondary School, Musiri	State Board
2004-2007	B.Sc. (zoology)	Government Arts College, Musiri	Bhardhidasan university
2009-2010	M.sc (zoology)	Government Arts college, Musiri	Bharthidasan University,

Personal Details:

Father Name : R.Nagamanickam
Date of birth : 02.07.1986
Marital status : Married
Nationality : Indian
Language Known : Tamil, English, Telugu, Kannada

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Date:

Place:

(N. SENTHIL)