

# RAMAIAH SUNDARAMAHALINGAM

## Stores and Purchase

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Sundarapandiam, Srivilliputhur TN, India

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### ABOUT ME

To obtain a Store Associate position where I can combine my expertise in inventory management, purchasing, and warehouse operations to maintain accurate stock levels, streamline processes, reduce material costs, and ensure smooth day-to-day functioning of the store.

### PROFESSIONAL EXPERIENCE

ROOTS CAST PVT LTD – COIMBATORE

NOV-2025

#### Purchase EXPERIENCE

- Managed end-to-end purchase activities for raw materials, consumables, MRO, and services
- Raised and approved Purchase Requisitions (PR) and processed Purchase Orders (PO) in SAP/ERP.
- Identified and evaluated new vendors to ensure best price, quality, and payment terms.
- Obtained quotations, compared price sheets, and negotiated cost savings of up to X%.
- Coordinated with stores, production, finance, and vendors for timely delivery.
- Maintained vendor performance metrics and updated material master data.
- Ensured compliance with SOP, GST, taxation, and audit requirements.
- Handled urgent/critical material procurement with minimum lead time.
- Prepared MIS reports: PO status, vendor delivery, cost savings, and monthly purchase summary.
- Process purchase requisitions and issue purchase orders in SAP/ERP.
- Maintain purchase records, GRN follow-up, and invoice clearance with finance.
- Analyze consumption patterns and forecast material requirements.
- Ensure compliance with FIFO/FEFO practices in coordination with warehouse teams.

#### STORE EXPERIENCE

- Managed daily store operations including receiving, inspection, binning, stacking, and issuing of materials as per SOP.
- Prepared and updated GRN, MRN, Material Issue Slips, and Return documents in ERP/SAP.
- Ensured timely material availability for production by coordinating with Purchase, Planning, and Production teams.
- Implemented FIFO/FEFO, 5S, and safety standards inside stores for smooth material flow.
- Conducted cycle counts, monthly physical stock audits, and resolved stock variances.
- Maintained optimum stock levels for raw materials, consumables, MRO items, and finished goods.
- Monitored slow-moving, non-moving, and excess inventory and prepared reports for management review.
- Handled documentation for inward/outward movement, DC creation, and dispatch activities.
- Improved space utilization by maintaining proper rack management, labeling, and bin location systems.
- Generated MIS reports including stock statements, aging analysis, material movement, and consumption summary.



### EDUCATION

ARULMIGU KALASALINGAM POLYTECHNIC COLLEGE

Diploma in civil Engineering  
2011- 2014 - 71%

KALAIMAGAL HIGHER SECONDARY SCHOOL

HSC in State board  
2011 - 71.75 %

### TECHNICAL SKILLS

- Sap S4 Hana MM End user
- MS - Word
- MS - Excel
- MS - Power point
- AutoCAD

### PERSONAL SKILLS

- Diligent
- Adaptability
- Time Management
- Discipline & Focus

### PROJECTS

#### Cost Saving Projects

- Vendor Consolidation Project
- Alternative Supplier Development
- Bulk Procurement / Annual Rate Contract (ARC)
- Negotiation Improvement Project
- Freight Optimization

## Key Achievements

- Increased stock accuracy from \_\_% to \_\_% through systematic audits.
- Reduced retrieval and issuing time by \_\_% by reorganizing store layout.
- Successfully implemented 5S and safety compliance across the store area.
- Achieved X% cost reduction through negotiation and alternate sourcing.
- Improved supplier on-time delivery from X% to X% through proactive follow-up.
- Successfully implemented [example: vendor rating system / inventory optimization].

### VV MINERAL - THISAYANVILAI

2015 to 2018

- Draughtsman & GPS Land surveying

### RAINBOW REAL ESTATE AND BUILDERS - CHENNAI

Aug 2014

- Site supervisor

### Responsibilities:

- Handled procurement of raw materials, consumables, MRO items, and services.
- Identified and evaluated suppliers, obtained quotations, and negotiated cost-effective deals.
- Processed PR (Purchase Requisition), RFQ, PO creation, and approved documentation as per SOP.
- Ensured timely delivery by continuous follow-up with vendors and logistics providers.
- Maintained vendor performance records and resolved supply discrepancies.
- Coordinated with stores, production, QA, and accounts departments for seamless operations.
- Prepared cost-saving reports, MIS, and monthly purchasing summaries.

Implemented cost-saving initiatives such as alternate vendor development and bulk purchase planning

## CORE SKILLS

- Procurement & Purchasing
- Vendor Development & Management
- Purchase Order Management
- Material Planning & Inventory Control
- Cost Reduction Strategies
- SAP MM / ERP Systems
- Negotiation & Contract Management
- Purchase Requisition Handling
- Supply Market Analysis
- Compliance & Documentation

## Declaration

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

Place: -----

Date: -----

## KAIZEN ACHIEVEMENT

### Cost Saving Projects

- Vendor Consolidation Project
- Alternative Supplier Development
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- Negotiation Improvement Project
- Freight Optimization

## LANGUAGES

- Tamil
- English
- Hindi

## PERSONAL PROFILE

- Date of Birth : 26.03.1993
- Gender : Male
- Marital Status : Married
- Passport No : N8142852
- Date of Issue : 07/03/2016