

Resume of V K Mathur

Name : V K Mathur
M.Sc.(Statistics & OR), MBA, A.P.P. & C.P.M.

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Materials Management Supply Chain Management Vendor Management Procurement/ Sourcing

- A competent professional with over **30 years** of experience in Materials Management, Supply Chain Management encompassing vendor management, sourcing and total commercial operations.
- * Thorough understanding of Customs, Excise rules & regulations.
- Extensive experience in development of sourcing strategies, encompassing vendor identification, development and analytical assessment, to strengthen supply chain effectiveness.
- Expertise in implementing cost saving measures to achieve substantial reduction in terms of man days, production cost, raw materials and energy consumption.
- Gained exposure in the end-to-end development of software products from requirement analysis to system study, designing, coding testing, de- bugging, documentation and implementation.
- Demonstrated abilities in leading & motivating large teams, organizing training programmes for enhancing the personnel skills.
- An effective communicator with exceptional relationship management skills with ability to relate to people at any level of business.

ORGANIZATIONAL EXPERIENCE

Since 1983:

Deputy General Manager I/C (Materials Management)

Core Competencies Include

- ⇒ **Material Planning/Inventory Management:** Preparing material requirement plan as per production floor needs. Tracking and maintaining inventory levels in the stores for all items required in the plant. Generating purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory levels, for ensuring ready availability of material to meet production and dispatch targets.
- ⇒ **Sourcing / Procurement:** Handling sourcing through identification of cost effective suppliers for procurement with an aim of improving quality & reliability. Budgeting funds for procurement and sourcing of materials ensuring optimum utilization of materials & maximum cost savings.
- ⇒ **Stores Management:** overseeing the store management and maintaining reduced inventory levels. Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation. Implementing Standard Operating Procedures within the warehouse and training team members in maintaining compliance with these procedures. Ensuring quality packaging to prevent goods from getting damaged in transit.

- ⇒ **Logistics:** Supervising logistic operations viz., Sea freights & inland transportation upto factory warehousing. Coordinating with Custom House Agents, C&F Agents and other external agencies for ensuring timely clearances and cost effective transport solutions. Negotiating with transporters, shippers, etc. to ensure seamless and cost-effective movement of consignment.
- ⇒ **Commercial Operations:** Managing the import and export operations, keeping compliance with custom laws, notifications, tariffs, RBI rules and guidelines. Ensuring timely and maximum realization of export incentives. Attending to Customs, Excise & DGFT litigations with respective appellate authorities.
- ⇒ **Systems Development:** Interacting for system study, requirements gathering and analysis. Designing & Development and Coding. Handling the system design and creation of algorithms. Debugging and troubleshooting the application. Managing smooth implementation and testing of the application at the location.
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The Growth Path Along with Noteworthy Contributions

As Deputy General Manager & HOD (MM Division) since June'08

- ⇔ Administering the complete Material management operations in the organization.
- ⇔ Managing ,as head, a team of 36 personnel.
- ⇔ Devising & effectuating various policies & procedures in the organization.
- ⇔ Handling the target allocation & monitoring the accomplishment of the same.

Assistant General Manager I/C (MM): Since April' 07

- ⇔ Administering the complete Material management operations in the organization.
- ⇔ Managing ,as head, a team of 36 personnel.
- ⇔ Devising & effectuating various policies & procedures in the organization.
- ⇔ Handling the target allocation & monitoring the accomplishment of the same.

As Assistant General Manager (MM): Since Jun' 02

- ⇔ Administering the complete material management operations in the organization.
- ⇔ Managing a team of 36 personnel.
- ⇔ Devising & effectuating various policies & procedures in the organization.
- ⇔ Handling the target allocation & monitoring the accomplishment of the same.

- ⇔ Distinction of achieving over 100% target accomplishment for 3 consecutive years.
- ⇔ Conceptualizing the unique performance review methodology for Purchase and Stores dept based on milestone concept.
- ⇔ Key role in drafting the quality and procedure manuals for the organisation.

As Deputy Chief Materials Manager: Jun'96 to Jun' 02

- ⇔ Monitored the complete procurement operations for raw materials, consumables, automatic spares, instruments, equipments etc.
- ⇔ Executed the erection & commissioning by selecting purchases through turnkey projects, rate contracts, limited/global tenders etc.
- ⇔ Major role in identifying & developing vendors as per the requirements.
- ⇔ Significantly reduced the lead time, internal and external by 50% for automatic procurement items and by 30% for other categories.
- ⇔ Successfully handled contracts for services (AMCs)
- ⇔ Instated a system of follow ups advance and post delivery

As Manager (Stores): Jun'92 to Jun' 96

- ⇔ Demonstrated abilities in devising, organising & implementing the automatic procurement system with 800 multi-user items of consumable nature.
- ⇔ Structured the inventory policy and fixed Max / Min., reorder points, EOQ and safety stock level for each item.
- ⇔ Pivotal in maintaining the 95% service level for over 5 years through fast paced dynamic demand and supply situation.
- ⇔ Introduced & implemented the Catalogue on AP items.
- ⇔ Significantly reduced the consumption value by 25% by bench marking for consumption of APIs in association with users.
- ⇔ Initiated the material forecasting system based on linear model and moving average of monthly consumption method.

As Deputy Manager (Stores): Jun' 89 to Jun' 92

- ⇔ Successfully handled the inventory of consumables, spares and equipments.
- ⇔ Handled various analyses such as Fast / Slow / Non Moving, XYZ, ABC etc.
- ⇔ Efficiently determined the 'A', 'X' and 'AX' classes of items of inventory; formulated suitable policies for maintaining the inventory within the desired limits.

⇔ Executed the disposal of over 50 % of obsolete and unserviceable items within 3 years.

Assistant Manager (Stores); Jun' 86 to Jun' 89

⇔ Managed the entire operation of 3 Stores Custodies.

⇔ Led the Custody team in the extensive exercise of codifying items.

⇔ Played a key role in instating the 8 digit numeric code structure for the materials instead of prevailing Stock ledger system.

⇔ Successfully converted the 2,500 consumables and over 4,000 non consumables into codes From the stock ledgers with the Bin cards.

⇔ Demonstrated excellence in streamlining the industrial gases distribution system by creating a computerised network of different users.

As Junior Manager (Stores); Mar' 83 to Jun' 86

⇔ Handled the entire receiving bay, collection of materials from railways, airways, roadways, banks etc.

⇔ Monitored the lodging and settlement of claims with carrier, supplier and underwriter on discrepancies.

⇔ Constituted standing task forces for material collection, receipt in stores, clearing through inspection.

Key Projects Handled as Project Team Leader

1. Design and development of Automatic Procurement system (1986)
2. Computer applications in Materials Management functions (1992)
3. Improvement in the system of Procurement of materials (1998)
4. Implementation of ISO system in Materials Management functions (2002)
5. Online and web based Computerization of Materials functions across the organization (2011)

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- ⇔ Integrated Purchase Function software
- ⇔ Receipt, Inspection and Acceptance of incoming consignments software
- ⇔ Inventory Management software
- ⇔ Website development on Materials Management Information System

OTHER ENGAGEMENTS

Internal & External Faculty in various Govt & Non govt institutes

PROFESSIONAL MEMBERSHIPS

1. Life member of Indian Institute of Materials Management (IIMM); A chartered member of the International Federation of Supply and Materials Management
2. Member, Computer Society of India.
3. Life member of Administrative Staff College of India, Hyderabad.

TRAININGS

- ⇔ Foundation training : Bokaro Steel Plant for Management Trainees; 1983
- ⇔ In depth Materials Management course : Training Institute of SAIL; 1984
- ⇔ Computer Languages: Computer Society of India, Ranchi; 1989
- ⇔ Advanced Materials Management and use of Computers in Materials Management : Indian Institute of Management, Ahmedabad; 1990
- ⇔ Internal Auditor course for ISO 9001; Confederation of Indian Industries, Delhi; 1993.
- ⇔ Training in Finance : Institute of Financial Management & Research , Chennai ; 1995
- ⇔ Training on Negotiation `1998
- ⇔ Supply Chain Management: Administrative Staff College of India, Hyderabad; 2005
- ⇔ General Materials Management course : Indian Institute of Management, Indore ; 2008
- ⇔ Senior Management Program (SAIL) : Indian Institute of Management, Calcutta ; 2010
- ⇔ Foreign Training in South Korea, Vietnam , HongKong and Bangkok : Arranged by Indian

Institute of Management, Calcutta ;2010

⇔ Attended various other programs for senior executives on topics such as Total quality, Enhancing effectiveness, Management development etc.

ACADEMIC CREDENTIALS

2010 **Life time Accredited Purchasing Practitioner (APP)** for Supply Chain Management :
Institute of Supply Management Inc., USA

2005 Life time **Certified Purchasing Manager (CPM)** for Supply Chain Mgt: Institute of Supply
Management Inc., USA

2005 **Accredited Purchasing Practitioner (APP)** for Materials Mgt: Institute of Supply
Management Inc., USA

1989 **MBA** from Birla Institute of Technology, Messra, Ranchi

1982 **M.Sc.** (Statistics & OR) 1st class 1st **Gold Medallist** from Patna University

1978 **B.Sc (Hons)** from Patna University

IT SKILLS

Computer Languages : Word, Dbase, MS Office, FoxPro

Software development : ORACLE

WEBSITES AUTHORED

1. <http://www.materialsmanagement.info>

This site provides coverage of various topics under Materials Management such as Procurement, Stores, Inventory control besides a full list of terminology used in Materials Management. It is dedicated to the cause of professional development in the field of Materials Management

2. <http://www.supplychainmanagement.in>

The site contains detailed coverage of SCM functions such as Procurement , Inventory Control, Logistics, Transportation, Warehousing. In addition , it provides the terminology used in the context of Supply Chain Management. The site intends to act as a resource for professionals working in the field of Supply Chain Management

3. <http://www.vkmathur.com>

It is a site on various hobbies that are popular today and a medium of expression on various present day issues as perceived by the author



CERTIFICATION: Qualified ISO 9000 Auditor

DATE OF BIRTH: 19th October 1958