

NALAN CHOKKAPPA

+973 35334726
nalan1985@gmail.com

Areas of expertise

- Supply Chain Management
- Procurement
- Negotiations
- Inventory Management
- Strategic Sourcing
- Warehouse Management
- Vendor Management
- Push to Pull Strategy
- Customer Service
- Order Fulfillment
- Milk Run Methodology

Education

PG: M.Sc. – International Supply Chain Management & Logistics – Level 4

Accredited by CILT and CIPS
University of Glamorgan | UK

UG: B.E – Mechanical Engineering
Anna University | India

Certificates

- Certified Procurement Professional Manager (CPPM)
- Certified International Sourcing Manager (CISM)
- Certified Procurement Professional (CPP)
- UDEMY-Business Data Analysis Course

Tools and systems

- R12 Oracle
- MS Excel – Advanced level

Visa

- Bahrain work / resident visa – valid until June 2023
- USA B1/B2 visa – valid until Oct 2027

Profile

11+ years experienced supply chain professional with specialized practice in third party negotiation, vendor management and demand forecasting. **CISM, CPPM and CPP certified** professional from American Purchasing Society (APS).

Work history

June 2014 to Present

Designation : Senior - Vehicle Ordering Executive (Jun 2018 till date)
Designation : Vehicle Ordering Executive (2014 June to May 2018)
Company : Ebrahim K.Kanoo B.S.C® - Bahrain

Responsibilities:

• VEHICLE ORDERING

Using Oracle R12 platform various models, variants & specs are created in the system so that the information of cars availability and stock is passed in timely manner to the sales & marketing department. Maintaining Stock and Inventory report on daily basis.

• SHIPMENT TRACKING

Active Interaction with Principal Suppliers from Toyota Motor Japan, Asia Pacific & USA for orders and allocations. Promptly ensuring shipping notice is received on time ETA is conveyed to Sales Department. Also Liaising with Logistics department for providing GSO certificates in order for smooth transition & clearance from the Port. Informing Warehouse department about new models and arrivals on time.

• PRODUCT DATABASE MANAGEMENT

Perform SWOT analysis, MEAC reporting, market analysis and intelligence & Maintain MIS reports, inventory, sales and funnel data actively interact with sales and marketing team to plan forecast and place order with international suppliers to ensure its timely delivery. Manage product database of Toyota and Competitor Brands and timely communication of key information to sales team. Information on any new developments is, discussed with Head of Department and subsequently communicated to sales team. Constant feedback on car specifications, colors to be ordered etc. to be taken from sales team

• ERP: ORACLE R12

Once the Production Order is finalized, the local purchase orders of Various Lexus & Toyota Models with Specs & Grades are created in the system and updated from time to time which includes Item Code Cataloguing, Well Versed with Oracle Purchase Order Module.

• PRICING MANAGEMENT

Tracking and maintaining the price changes of various Lexus & Toyota models

• SUPPLY CHAIN MANAGEMENT

Involved in end to end supply chain management till the delivery of vehicles to the customer

• MONTHLY SALES DATA SUBMISSION TO TOYOTA MOTORS

Daily Sales report is made and communicated with the Management who authorizes the submission to Toyota for getting monthly allocation of various models.

May 2013 - April 2014

Designation : Procurement Executive

Company : Gulf Extrusions LLC – Dubai

Responsibilities:

- Handle pre RFQ functions, preparing and negotiating supplier contracts, negotiation with supplier and customer Identify and develop vendor/supplier base for cost effective procurement.
- Manage stock replenishment by coordination with warehouse team.
- Ensure promptness of delivery to the customer.
- Active coordination with multiple departments, scheduling weekly meeting with internal customers identifying the critical materials and ensuring their availability
- Hands on experience in Vendor Managed Inventories and Blanket Orders
- Involved in third party inspection to ensure compliance with Dubai Municipality rules
- Order MRO's, maintain material handling equipment's, like forklifts & Side Loaders

March 2010 – March 2013

Designation : Logistics and Transport Coordinator

Company : Forms and Gears - India

Responsibilities:

- Prepare statistics report for the management of complete stock
- Responsible for accurate and timely issue of quotations and Performa invoices for customers
- Prepare customer register and collate data to perform credit checks.
- Prompt and efficient response to all in-coming sales enquiries
- Coordinate with multiple departments for scheduled deliveries and ensure receipt of stocks
- Manage daily vehicle requirements and perform freight negotiation
- Prepare stock transfer documents i.e. Transfer / Excise Invoice, LR, Road Permits etc.
- Manage freight documents and ensure necessary approvals for payment are obtained
- Manage warehouse and ensure stock arrangement, cleanliness and environment controls

January 2009 – January 2010

Designation Warehouse Operator

Company SOGEFI Filtration - UK

Responsibilities:

- Oversee distribution, stock, transportation and customer service entailing process optimization and location planning.
- Perform physical stock verification and reconciliation.
- Manage receipt, shifting, storage and delivery of material
- Create delivery schedules and ensure timely delivery of materials
- Ensure storage of material according to government norms

