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 **RESUME**

**SANTOSH G. KATAKDHOND**

**Total 18 Years of extensive experience in Purchasing & Procurement, Contract Management, Facility Management, Supply Chain Management, Global Sourcing, Vendor Development, Import and Exports, Prototyping / RPT Projects, Placement of Contract Resource, STPI & Excise 100% EOU** Activity

**ACADEMIC CREDENTIALS**

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| **Post Graduate Diploma in Business Management (Pursuing)** | Pune University, Pune |  (Pursuing) |
| **Diploma in Materials Management & Logistics** | N G Naralkar Institute of Career Devp. & Research, Pune | May 2003 |
| **B. Sc.** | Shivaji University Kolhapur | Feb 2000 |

**SOFT SKILLS**

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| * MS Office
* ARIBA
* ONIT for Legal Agreement
 | * QAD (MFG/Pro)
* SAP System (Dolphin, SAA)
 | * Lotus Notes
* Adv Excel
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**KEY SKILLS**

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| * Service Agreements
* ARIBA Sourcing
* Vendor Assessment
* Hiring of Contract Engineers
* **Saving 4 - 5 Million per Annum**
 | * Raw Materials & Spares
* Negotiation
* Ability to Work under pressure
* Self-motivation
 | * Contracts Management
* Inco Terms (Logistics)
* Commercial Evaluation
* Project Co-ordination
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**PROJECTS COMPLETED**

Implementation of **1) LBT 2) GST Rollout 3) Ariba 4) Octroi Exemption 5) Benchmarking Lab Setup 6) Ford P375 DV Proto & Testing 7) GMX 521 8) EU GM G38 Headrest**

**COURSE & CERTIFICATIONS**

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| 1. Warning Signs- Procure to Pay
2. Ethics Certification
3. Ethics and Compliance Anti-Corruption
4. Compliance requirement & Procurement Structure
 | 1. Cyber security
2. Rapid Prototype & Tooling
3. Ethics Certification
4. Supplier Contract Management Procedure
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**PROFESSIONAL EXPERIENCE**

**Adient India Pvt Ltd**

**(Formerly known as Johnson Controls Automotive Ltd)**

**(Formerly known as TATA Johnson Controls Automotive Ltd)**

**Duration: Sept 2001 to Sept 2019**

1. **Purchasing:**

**Request for Quotation, Comparison, Negotiation, Supplier Addition, Global Sourcing Approval, Experience in drafting MSA and SOW, Contracts, SLA’s, PR, PO, Goods Receipt, Payment follow-up.**

**Key Roles & Responsibilities:**

* + **Sourcing for New RFQs**
	+ **Explore new supplier base globally.**
	+ **Meet stringent cost targets, to be competitive during RFQ**
	+ **Techno-commercial negotiations**
	+ **Identifying saving opportunities, negotiate and manage contracts, lead the assessment of supplier performance**
	+ **Project Management- New Office, Prototype**
	+ **Global sourcing for all the commodity and good knowledge of supplier base local as well as Global**
	+ **Capable of multi-tasking, completing each task to its desired level.**
	+ **Services Procurement, Annual Maintenance Contracts, Sourcing, Process**
	+ **Purchase Revenue : 13.5 Crore per Annum**
1. **Production/ Prototype Development:**
* **Procurement of Raw material, Component Development. Rapid Prototyping & Tooling in Automotive Seating Cars & Trucks -**

**For Export Models:** Recaro, Audi A8, Q1, Q3, Daimler MF2, Ford T6, Ford P375, Ford U375, Mitsubishi 4P45, 22-Honda Pilot, 21-Honda MDX, , Nisan X60, Navistar, MAN Truck, DC Axor Indonesia, Proton Malaysiya, Slimnet Seat Japan, Volvo 316, Totyota 160B, Fiat 169, Fiat 178, GMX 511/521,

**For Domestic Models:** Tata Safari, Tata Indica all variants, Tata Sumo all variants, Fiat Sienna, Fiat Palio (EL, EX Sports)

* **Supplier Audits every 6 month**
* **Supplier Development**
* **Prototype Revenue : 3.5 Crore per Annum**
1. **Import-Export Management:**
2. Arrange the shipment from shipper.
3. Receive the Import shipment documents like Invoice, Packing list, AWB, Declaration in case of sample.
4. Checklist approval for filling of BOE in Customs.
5. Follow-up with CHA for customs clearance. Provide required documents for customs clearance
6. Receive Transport details & get the shipment delivery.
7. Unload the goods & handover / intimate to End User.
8. **Stores (Receiving):**
9. Receiving of material / goods as per Purchase Order
10. Goods handover to End user for checking
11. Registration of (GRIN) Good Receipt Inward Number
12. Get Invoice approval/ authorization
13. Handover invoice to Finance for supplier payment
14. **Shipping / Logistics:**

1. Packaging the goods, arrange fumigation in case of pallet shipment

1. Preparing shipping documents like Invoice, Packing list, declaration, N-Form facility, SDF, Annexure-A, IEC etc.
2. Shipment booking, Create pick up Number.
3. Co-ordinate with transporter, handover to freight forwarders/CHA/shipper
4. Loading the goods, Checklist approval.
5. Receiving AWB Number or copy & forward it to Customer

1. **All documentation involved in 100% EOU (Export Oriented Unit) under STPI.**

**Bonding & De-bonding activities for Customs Duty wave off Import Customs Duty, Additional Electricity Duty on company Electricity Bill.**

1. **Placement of Contract Resources for Engineering as well as IT operations.**

Identify Vendors, Signing of NDA, MSA and SOW. Send RFQ in terms of JD, Receive resumes & forward to requestors & arrange for Cad test. Joining & relieving formalities.

**Tata Johnson Controls Automotive Ltd - Manufacturing Division**

**Duration: March 2001 to August 2001**

**Roles & Responsibilities:**

* Development of new prototype samples, Inspection, Assembly in Automotive Seating Cars & Trucks –

**For Export Models:** Fiat 169, Fiat 178, GMX 511/521, Daimler MF2,

**For Domestic Model:** Tata Safari, Tata Indica, Tata Sumo, Fiat Sienna, Fiat Palio,

* Define the process in terms of minimization steps to build the seats.
* Provide the feedback to CAD/CAE.

**PERSONAL DOSSIER**

Name : Santosh Gangaram Katakdhond

Permanent Address : Flat No.H-801, Alcove Society, Kunal Icon Road,

Pimple Saudagar, Pune – 411 027,

Maharashtra, India

Languages Known : English, Hindi, Marathi and Kannada

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