

## 1. PRINCIPAL ACCOUNTABILITIES

Accountabilities	Major Activities	Key Performance Indicators
Store Operations	<ul style="list-style-type: none"> <li>• Planning &amp; Managing Procurement, Sourcing, Supply Chain, Vendor Management &amp; Inventory Management.</li> <li>• Overseeing the store management and maintaining reduced inventory levels for Raw Materials &amp; Engineering.</li> <li>• Responsible for providing SAP support in Production, Stores, and Warehouse, Inventory Management, Physical Stock Audits, and MIS reports for all Mfg. units</li> <li>• Maintaining the stock of material without any variance by conducting stock verification and documentation.</li> <li>• Implementing Standard Operating Procedures within the stores and training team members in maintaining compliance with these procedures.</li> <li>• Ensuring compliance with quality control standards for improvement in the quality of various items/contracts.</li> <li>• Managing supply chain management systems being effective and consistent catering to our business requirements.</li> </ul>	<ul style="list-style-type: none"> <li>•%age changes in contracts due to lack of clarity</li> </ul>
Inventory Management	<ul style="list-style-type: none"> <li>• Monitoring inventory activity to ensure accurate reporting and recommend system or process improvements when needed.</li> <li>• Analyzing the stores and subcontractor stock and thereby controlling receipts and disposing non-moving material.</li> <li>• Responsible for managing perpetual inventory and condition monitoring to ensure the material stored is in correct quantity and quality.</li> <li>• Responsible for maintaining 100% accuracy in Physical stocks.</li> </ul>	<ul style="list-style-type: none"> <li>•No. of improved processes developed and implement in the review year</li> <li>•%Cost saved by timely checking of quality adherence of suppliers</li> <li>•Zero Defect</li> </ul>
Supplier Management	<ul style="list-style-type: none"> <li>• Managing the Import Freight Forwarding, negotiating prices, Clearance Activities, Local Transportation for different Projects across India.</li> <li>• Conducting Stores audit every of the entire company &amp; verifying reports on daily, weekly and quarterly basis.</li> </ul>	