



Subrat Kumar Sahu

Navi Mumbai, Maharashtra, India

 subrat5523@gmail.com

 9771496178

 [linkedin.com/in/subrat-kumar-sahu-1b02742a](https://www.linkedin.com/in/subrat-kumar-sahu-1b02742a)

Summary

1. A result oriented professional with 15 years of experience in Operations and Process Enhancement. Adroit in managing complete Warehousing & Logistics, Materials Management function entailing Stock Management, Fleet Management, Procurement, Vendor Negotiations ensuring timely supplies of material.
2. With 6 Years in Material Planning and Material Functional consultant.
3. An effective communicator with excellent relationship management skills and strong analytical, problem solving & organizational abilities; possess a flexible & detail oriented attitude.

Experience



National Material Manager

Reliance Jio Infocom Limited

Jun 2021 - Present (1 year 3 months +)

- Driving Supply Planning process and provide inputs to Logistics, Transportation, procurement and manufacturing team for necessary back end planning
- Ensure meeting of customer objective at optimal cost
- Leading Supply Planning and Inventory Management
- Responsible for Business expansion, Forecasting and Supply Plan
- Collaborating with replenishment team in developing replenishment strategies and initiatives
- Create and Publish Key performance metrics to ensure effectiveness of inventory control and asset utilization
- Collaborate with planning, Finance and other Key stakeholders to standardize inventory process
- Approve inventory Transactions and related activities
- Master Data maintenance of Materials, Asset of all Operation and Project domain
- Drive continuous improvement and transformational change for inventory and asset management
- Identify Tools or system requirement and work with IT for implement
- Provide inputs to zonal execution and infrastructure team on warehouse space and infrastructure augmentation plan
- Provide planning inputs to new product commercialization team to ensure timely launch of new products
- Ensure entire cycle of healthy issuance and faulty return
- Possible automation, error resolution, system related bugs correction
- Master data base maintenance
- Process creation, process implementation and process correction
- SAP Profile Creation as per role for Field staff and State Team
- Pricing updating of all materials as per requirement
- New Process create for Asset management and Asset Movement Tracking
- Developed team communications and information for meetings.
- Monthly, Quarterly Physical verification State & Maintenance Point Material stock through external
- Auditor and Gap analysis
- O&M Automation for smoothen on going activities
- Material issuance and consumption Tracking of Opex & Capex Vendor

- Material Code create, Extend, change for different plant and storage location.
- Tools & TMI Reconciliation with Partner a



Circle Material & Contract Manager Bihar

Reliance Jio Infocom Limited

Jul 2016 - May 2021 (4 years 11 months)

- Create Purchase Requisitions (PR) as per approved rate and Note for Approval and & PR release from all levels.
- Create Purchase Orders (PO) in accordance with finance and approval from all stakeholders.
- Service entry (SE) creation and process for all levels as per JMS (Joint Measurement sheet) received from Field. Tracking of Billing till payment and GST Submission.
- End-to-End OEM, Vendor, Service provider management like SLA Tracking, PR creation to Payment.
- Coordinate with Account team for accurate and timely payment of invoices.
- Monthly provision prepare and upload in SAP with the help of Account team for tracking actual cost per month.
- Note for approval prepared for service and material as and when required.
- Plan, Procurement material as per consumption for regular operation as well as Project activity.
- STO create, Material movement track until material reached at destination from source.
- GRN of materials received at different location & daily Stock in transit tracking.
- Repair & Refurbishment of material tracking with close coordination with SCM, Vendor and Transport team.
- Material issue note (MIN) for Project materials against DMTO, Drawing, WBS, Vendor and PO.
- Material reverse Note (MRN) for dismantle, degrow and burnt sites against DMTO, Drawing, WBS, Vendor and PO.
- Material issue against damaged, Burnt, Cyclone, etc. and Insurance claim settlement of loss materials.
- Support to field team in SAP Material Management, Fiori, OGP, E-Way Bill related issues etc.
- Audit and Physical verification of Material stock between SAP and Physical availability.
- Used critical thinking to break down problems, evaluate solutions and make decisions
- Learned new skills and applied to daily tasks to improve efficiency and productivity

RELIANCE

Circle Infra Head Odisha

Reliance Communications

Jun 2014 - Apr 2016 (1 year 11 months)

- Create Purchase Requisitions (PR) as per approved rate and Note for Approval and & PR release from all levels.
- Create Purchase Orders (PO) in accordance with finance and approval from all stakeholders.
- Service entry (SE) creation and process for all levels as per JMS (Joint Measurement sheet) received from Field. Tracking of Billing until payment.
- Material management Implement and execute as per guidelines.
- Plan material requirements (Spares, consumables, etc) for O&M.
- STO create & track until material reached at destination.
- Coordinate with Account team for accurate and timely payment of invoices.
- Monthly provision prepare and upload in SAP with the help of Account team for tracking actual cost per month.
- Prepare the yearly Budget (Opex and capex) for O&M operations.
- Develop vendor, contracting for procurement and arranging logistics for smooth operations and maintenance.
- Supervised supplies in inventory and submitted reorder requests.

- Led projects and analyzed data to identify opportunities for improvement
- Used Microsoft Word and other software tools to create documents and other communications
- Prepared variety of different written communications, reports and documents.
- Monitored company inventory to keep stock levels and databases updated.
- Used critical thinking to break down problems, evaluate solutions and make decisions.

Awards

Awarded Employee of the Year in 2014 for Fuel Cost reduction



Power & Fuel and SEB SME

Ericsson

Jul 2013 - Jun 2014 (1 year)

- Provide timely input to circle commercial for utilization of SEB Power and diesel for IP COLO sites. On time Bill Verification for IP Colo sites as per MSA
- Monitor & Track SEB utilization for all SEB connected sites. Take preventive measures such as timely bill collection & payment to avoid disconnections
- Coordination with Partner for monthly sign off Diesel vendor & local Operation and Maintenance vendor.
- Material support to field team from State warehouse for Uptime Improvement and Faulty return.
- Repair and Refurbishment of Cards, Rectifier module, Battery etc.
- Coordination with Partner for Purchase order against Diesel filling, O&M, Manpower supply, Vehicle etc.
- Scrap sale of BER Battery module, DG battery & Rectifier module.
- Resolve complaints related to DG, SMPS, PIU, BTS, Battery Bank, Transformer and Power plant installed & Maintenance at cell site.
- Installation & Maintenance of OSP & ISP Telecom equipment is like Diesel Genset, Battery, Tower, BTS, and Electricity.
- Weekly, Monthly, Quarterly Analytic report prepared to track site wise power & fuel billing tracking.
- Monthly KPI & SLA monitoring of Vendor, Field resources.



Power & Fuel and SEB SME

Alcatel-Lucent Enterprise

Apr 2013 - May 2013 (2 months)

- Provide timely input to circle commercial for utilization of SEB Power and diesel for IP COLO sites. On time Bill Verification for IP Colo sites as per MSA
- Monitor & Track SEB utilization for all SEB connected sites. Take preventive measures such as timely bill collection & payment to avoid disconnections
- Coordination with Partner for monthly sign off Diesel vendor & local Operation and Maintenance vendor.
- Material support to field team from State warehouse for Uptime Improvement and Faulty return.
- Repair and Refurbishment of Cards, Rectifier module, Battery etc.
- Coordination with Partner for Purchase order against Diesel filling, O&M, Manpower supply, Vehicle etc.
- Scrap sale of BER Battery module, DG battery & Rectifier module.
- Resolve complaints related to DG, SMPS, PIU, BTS, Battery Bank, Transformer and Power plant installed & Maintenance at cell site.
- Installation & Maintenance of OSP & ISP Telecom equipment is like Diesel Genset, Battery, Tower, BTS, and Electricity.

- Weekly, Monthly, Quarterly Analytic report prepared to track site wise power & fuel billing tracking.
- Monthly KPI & SLA monitoring of Vendor, Field resources.

RELIANCE

Power & Fuel and SEB SME

Reliance Communications

Mar 2008 - Mar 2013 (5 years 1 month)

- Material support to field team from State warehouse for Uptime Improvement and Faulty return.
- Repair and Refurbishment of Cards, Rectifier module, Battery etc.
- Scrap sale of BER Battery module, DG battery & Rectifier module.
- KPI & SLA monitoring of Vendor, Service provider, Field resources.
- Supervised supplies in inventory and submitted reorder requests.
- Provide timely input to circle commercial for utilization of SEB Power and diesel for IP COLO sites. On time Bill Verification for IP Colo sites as per MSA
- Monitor & Track SEB utilization for all SEB connected sites. Take preventive measures such as timely bill collection & payment to avoid disconnections
- Coordination with service provider to sign off monthly Billing for Diesel management, Material Management & Operation and Maintenance.
- Purchase requisition create, Coordination with Procurement & Finance for Purchase order, Monthly Service entry create, Sign off and end-to-end Payment Tracking.
- Resolve complaints related to DG, SMPS, PIU, BTS, Battery Bank, Transformer and Power plant installed & Maintenance at cell site.
- Installation & Maintenance of OSP & ISP Telecom equipment is like Diesel Genset, Battery, Tower, BTS, and Electricity.
- Site wise Loss and profit tracking with respect to Opex, Capex and Onetime cost.

Awards

Awarded Employee of the Year in 2011 & 2012 for Opex Cost reduction.

Education



Indian Institute of Management Rohtak

Executive, Supply Chain & Logistic Management Applied Digital Transformation & Analytics

2022 - 2022

Executive Supply Chain & Logistic Management Applied Digital Transformation & Analytics



JRN Udaipur University

Bachelor of Technology - BTech, Electronics & Telecommunications Engineering

2010 - 2012

Bachelor of Technology in Electronics & Telecommunications Engineering



Jharsuguda Engineering School - India

Diploma, Electronics and Telecommunications Engineering

2004 - 2007

Diploma in Electronics and Telecommunications Engineering



Boudh Panchayat College

Intermediate, Arts

2002 - 2004



Puruna katak High School

High School, Mathematics, Science, English, Odia, Hindi, Geography, History

2001 - 2002

Matriculation from Board of Secondary Education, Odisha in Subject Mathematics, Science, English, Odia, Hindi, Geography, History

Licenses & Certifications



SAP MM (Material Management) - GOSPEL IT ERP SERVICES



Supply Chain Basics For Everyone - LinkedIn



Learning Bitcoin and Other Cryptocurrencies - LinkedIn



Blockchain Basics - LinkedIn



Implementing Supply Chain Management - LinkedIn



Internal Auditor Training Course on Quality Management System - Bureau Veritas

Group

QMS/007/16/603/A/02



Learning SAP MM (Materials Management) - LinkedIn

Skills

Purchase Orders • SAP Materials Management (SAP MM) • Analytics • SAP Master Data Governance
• SAP Procurement • Material Requirements Planning (MRP) • Business Process Development •
Decision-Making • SAP Functional Consultants • Warehouse Management Systems