

# GOMATHI NAYAGAM M

## PROCUREMENT & WAREHOUSE MANAGER

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### PROFILE SUMMARY

**Results-driven Supply Chain Specialist** with 12+ years of experience in **procurement, warehouse management, and inventory control** across manufacturing, construction, and industrial sectors. Proven track record in streamlining operations, reducing costs, and improving delivery performance through effective use of ERP systems (SAP, Tally, Focus, and others). Skilled in **demand planning, vendor management, logistics coordination, and inventory accuracy**. Known for strong analytical thinking, cross-functional collaboration, and a focus on continuous improvement. Recognized as a dependable team player with international experience across **India, Qatar, and Saudi Arabia**, contributing to large-scale projects and driving operational efficiency.

### SKILLS

Over 12 years of experience in procurement and warehouse operations for **construction, civil, electrical, MEP, HVAC, electronics, machinery tools, automotive parts, and office supplies**. Skilled in vendor sourcing, material planning, inventory control, and logistics coordination. Proficient in handling import documentation, Govt. platform entries, and ERP systems. Strong knowledge of local and international purchasing processes, cash procurement, and compliance with quality and safety standards.



### WORK EXPERIENCE SUMMARY

Position	Department	Company	Location	Duration	Sector
Manager	Procurement, Warehouse	Huiyu Construction and Development Pvt. Ltd.,	Chennai, India	4 Years	Industrial Construction EPC Model
Coordinator	Procurement	Manarah Al-Jubail Cont. Co. Ltd,	Al-Jubail, Saudi Arabia	2 Years	Oil & Gas, Industrial Construction EPC Model
Manager	Purchase Warehouse	H.Y. Imports and Exports Pvt. Ltd.,	Chennai, India	2 Years	Import, Export, and Warehousing Services
In-Charge	Warehouse Purchase	Diplomat Fire System W.L.L,	Doha, Qatar	2 Years	Fire protection systems Design, Installation & Supply Services
Jr. Executive	Warehouse	Greatoo Molds India Pvt. Ltd.,	Chennai, India	2 Years	Steel and Aluminium Tire Mould Manufacturers
Trainee	Warehouse	Rane NSK Steering Systems Ltd.,	Chennai, India	11 Months	Automotive Steering Column Manufacturers

WORK EXPERIENCE - DETAILED

Manager – Material Operations & Cross-functional Expert

Huiyu Construction and Development Pvt. Ltd.

 June 2021 – Present  Chennai, India

A Construction and Infrastructure Development Company

- Manage procurement of raw materials and supplies
- Negotiate vendor contracts and pricing
- Maintain strong supplier relationships
- Control inventory levels and accuracy
- Supervise Procurement/warehouse staff and daily operations
- Ensure on-time delivery, order fulfilment and Payment Plan/Follow-up's
- Optimize warehouse layout and storage systems
- Use ERP systems (e.g., Tally & Cloud ERP) for tracking
- Reduce procurement costs and lead times
- Enforce safety, compliance, quality and ISO standards

Coordinator – Procurement

Manarah Al-Jubail Cont. Co. Ltd



 June 2019 – May 2021  Al-Jubail, Saudi Arabia

An industrial construction and infrastructure development company

- Coordinate purchase orders and follow up on deliveries
- Communicate with vendors to confirm pricing, lead times, and terms
- Handle payment follow-ups and resolve invoice discrepancies
- Manage cash purchases for indirect materials and office supplies
- Arrange logistics and delivery schedules with suppliers and transporters
- Maintain accurate records of purchases, receipts, and inventory
- Assist in sourcing suppliers and obtaining competitive quotes
- Monitor stock levels and initiate reorders as needed
- Use ERP/procurement systems for tracking and reporting
- Handled SABER platform entries, product registrations, and follow-up for regulatory approvals
- Coordinated with freight forwarders and customs brokers for import shipment clearance
- Followed up on payments, shipping documents, and delivery timelines

Manager - Purchase & Warehouse

H.Y. Imports and Exports Pvt. Ltd. (Huiyu Group Co.),

 June 2017 – May 2019  Chennai, India

A global import-export and wholesale firm focused on construction and industrial equipment's



- Lead global sourcing and procurement of construction and industrial equipment
- Negotiate pricing, terms, and contracts with international and local suppliers
- Manage end-to-end import/export operations, including customs documentation
- Oversee warehouse operations, inventory control, and space optimization
- Ensure timely delivery and dispatch of equipment to clients and project sites
- Monitor stock levels and coordinate reorders to prevent shortages or overstock
- Handle cash purchases for urgent and indirect material requirements
- Track shipments and follow up on vendor payments and delivery commitments
- Implement and maintain ERP systems for procurement and warehouse tracking
- Enforce safety, compliance, and quality control standards in all operations
- Coordinate with logistics partners for inland and overseas transport
- Analyse procurement data to identify cost-saving and efficiency opportunities
- Lead and supervise warehouse and procurement teams to meet KPIs and deadlines

EXPERIENCE

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In-charge – Warehouse & (Part-time Purchaser)

Diplomat Fire System W.L. L

 May 2015 – June 2017  Doha, Qatar

A company specializing in fire alarm, firefighting, and fire suppression system design and installation

- Oversee daily warehouse operations for firefighting and suppression system products
  - Maintain accurate stock levels and inventory records in the main store
  - Coordinate receiving, safe storage, and timely issuance of materials to project sites
  - Ensure proper handling and storage of fire protection system components
  - Track material movement through ERP systems and manual logs
  - Arrange logistics for the delivery of materials to various project locations
  - Assist in sourcing materials and procuring from approved suppliers
  - Manage local cash purchases for urgent and indirect material requirements
  - Follow up with vendors on order confirmations, payments, and delivery schedules
  - Handle procurement documentation and coordinate with the finance/accounts team
  - Ensure adherence to company standards for safety, quality, and compliance
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Jr. Executive – Warehouse

Greatoo Molds India Pvt. Ltd

 April 2013 – February 2015  Chennai, India

A manufacturer specializing in tyre moulds



- Coordinated unloading of imported containers and ensured proper material handling
  - Monitored and maintained accurate inventory records in the warehouse
  - Oversaw receiving, inspection, and safe storage of materials and components
  - Issued materials to production and maintenance teams as per requirements
  - Managed inward and outward documentation for stock movement
  - Tracked material flow using ERP/software tools and updated stock reports
  - Ensured proper stacking, labelling, and housekeeping of warehouse areas
  - Liaised with logistics teams for timely container unloading and space planning
  - Ensured compliance with safety, quality, and company warehouse standards
  - Managed local and emergency purchases for indirect materials, tools, and consumables.
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EXPERIENCE

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Trainee – Warehouse

Rane NSK Steering Systems Limited

 May 2012 – March 2013  Chennai, India

A company engaged in the manufacturing of steering columns for automotive and off-road vehicles



- Assisted in daily warehouse activities including material receiving and dispatch
- Supported inventory counting, labelling, and stock arrangement
- Helped in maintaining accurate stock records and physical verification
- Participated in unloading, checking, and storing of incoming materials
- Issued materials to production lines based on requisitions
- Maintained cleanliness and organization of warehouse areas
- Learned and followed company procedures for material handling and safety
- Assisted in documentation of material movement and stock reports
- Coordinated with supervisors and storekeepers for workflow support

EDUCATION

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Diploma in Electronics and Communication - Score: 83.92%

Samuel Polytechnic College

 June 2009 – April 2012  Tuticorin, India

TECHNICAL SKILLS

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Core Competencies

- Procurement & Vendor Coordination
- Warehouse & Inventory Management
- SOP Development & Implementation
- Internal Audit Support
- Project Estimation, Budgeting & Planning
- ISO 9001:2015 Quality Standards Compliance

ERP Software & Tools

- SAP MM, Tally ERP 9.0, Focus ERP, SAP Business One
- Adler ERP, Marg ERP, customized cloud-based ERP
- MS Office (Word, Excel, PowerPoint, Outlook, Power BI)
- OneDrive, Google Drive (Cloud Storage)
- WordPress, Hostinger & GoDaddy (Web Design)

Additional Knowledge

- Basic Accounts, Finance, Sale, Marketing & HR Operations
- Trained in the installation and gas filling of NAF S227 clean agent fire suppression systems
- Trained in 3-ton forklift unloading activities
- MIS Data Reporting & Analysis
- Skilled in implementing customized cloud-based ERP systems with vendor support.

KEY STRENGTHS

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Procurement, Warehouse Operations, Inventory Control, ERP Implementation, Vendor Coordination, SABER Platform Handling, Import & Export Logistics, SOP Development, ISO 9001:2015 Compliance, QMS Audit Support, Team Leadership, Manpower Utilization, Problem Solving, Cross-Functional Collaboration, Adaptability, Fire Suppression Systems (NAF S227), and Forklift Safety Awareness.

INVOLVED PROJECTS

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- India : Wingtech Mobile Co, TCL Electronics, Panel Opto display, Haitian Plastic Co.
- Qatar : Villaggio Mall, Mall of Qatar, Doha Festival City, Khalifa International Stadium
- Saudi Arabia : Al Kifah – Marjan, Shedgum Gas Plant, RIFD Plastics Factory, ENPPI Safaniya

ACHIEVEMENTS

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Procurement, Warehouse & Cross-Functional Achievements

- Played a key role in the complete company registration and startup process for Huiyu Construction Company, including assisting in registration procedures in Saudi Arabia, and collaborated with top management to establish all departmental operations from the ground up.
- Successfully implemented a customized cloud-based ERP system for Huiyu Construction Company, streamlining procurement and warehouse operations with vendor support and staff training.

- Introduced the LIFO (Last-In, First-Out) inventory system for steel raw materials at Diplomat Fire Systems W.L.L., Qatar, improving material cost tracking and stock rotation.
- Managed main warehouse operations along with supervision of four sub-stores at Diplomat Fire Systems W.L.L., Qatar ensuring accurate stock control and efficient site material coordination.
- Gained hands-on experience in NAF S227 fire suppression system gas filling, site installation, and commissioning while working with Diplomat Fire Systems W.L.L., Qatar.
- Successfully handled around four GST audits, coordinating with government authorities and completing all assessments with 100% compliance and satisfactory outcomes.
- Developed and implemented warehouse SOPs, improving operational efficiency, stock accuracy, and compliance with safety standards.
- Reduced procurement cycle delays by streamlining purchase processes and enhancing vendor communication, resulting in a 20% faster material delivery rate.
- Improved warehouse inventory accuracy by introducing cycle counting and ERP-based tracking, reducing stock discrepancies by over 90%.
- Implemented a local cash purchase tracking system to support urgent site needs, preventing material shortages and ensuring continuous operations.
- Optimized warehouse space by identifying non-moving inventory and reallocating materials, increasing usable space by 30%.
- Ensured smooth customs clearance and container unloading for imported materials, preventing site delays and maintaining project timelines.
- Trained in 3-ton forklift unloading activities under safety officer and certified operator guidance for emergency offloading support.
- Implemented a structured documentation management system for the Procurement Department at MCCL, Saudi Arabia, ensuring organized record-keeping, improved traceability, and compliance with audit requirements.

**PERSONAL DETAILS**

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- Date of Birth : 04 August 1993
- Nationality : Indian
- Languages Known : Tamil & English (Write, Read, Speak)
- Driving License : Valid India license - Bike, Car
- Address : Kanchipuram, Tamil Nadu, India

I confirm that the information provided above is accurate to the best of my knowledge and I am willing to relocate globally.

Regards,  
**Gomathi Nayagam M**  
<http://www.nayagam.com>