



# DURGA PRASAD PURAMA

## PURCHASE, LOGISTICS & WAREHOUSE MANAGER

📍 Gannavaram, Andhra Pradesh,  
INDIA, PIN Code-521101

☎ +91 9347554472

✉ durgaprasadpurama@gmail.com

### SUMMARY

Logistics and Warehouse Manager with over 18 years of Experience optimizing supply chain operations, enhancing logistics process and driving cost savings. Proven track record of managing complex supply chains, coordinating with suppliers and implementing efficient Project delivery and Warehousing strategies.

### SKILLS

- Material In & Out bound Operations
- Project Delivery
- Stock Audit
- Price Negotiation
- SAP/WMS Knowledge
- E-Commerce Operations
- 6s & LEAN Management
- Warehouse Management
- Supplier Management
- Logistics & Distribution Operations
- Purchase Operations
- Employee Training
- MIS Reports
- Order to cash process
- MS Office
- Customer Service
- Material Return Management
- Budget Management

### EXPERIENCE

**Senior Executive (Factory Store In charge), 16-Sep-2024 to till Date**

**Aprana Craft Exteriors Pvt Ltd (Powder Coating Division)**

Aprana Craft is a leading provider of façade solutions offering a wide range of services from design to installation.

- Manage inventory requisition, purchase order receipts, material receiving and outbound control
- Conduct regular audit to verify inventory accuracy and prevent discrepancies
- Receive, inspect and verify the quality and quantity of delivered goods
- Coordinate with procurement teams for material replenishment and supplier follow up
- Maintain all accurate records of all incoming and outgoing materials
- Monitor stock levels to ensure availability of material required for construction project
- Maintain up to date documentation of inventory records, include receipts, invoice and delivery notes
- Communicate effectively with site supervisors and project managers

regarding material availability and requirements

**Finance and Logistics Officer, 01/2024 – 07/2024**

**Grameen Foundation for Social Impact, Rajahmundry, India**

Non-profit organization that helps the woman to reach their full potential by providing access to essential financial services and information on agriculture and health.

- Develop and implement procurement strategies aligned with company's goals and objectives
- Negotiate contracts with suppliers and service providers to secure favorable terms and conditions.
- Oversee the entire supply chain process from procurement to distribution, ensuring timely and cost-effective delivery of goods and services.
- Supplier selection, onboarding, purchase order process and timely delivery.
- Prepared logistics budgets, tracking expenses and ensure cost-efficiency, identify opportunities for cost savings.
- Maintain all records of logistics activities, including procurement, inventory and transportation.
- Accounts payable processing invoices ensure timely supplier payments.
- Employee administration, travel allowance and events management

---

**Asst Manager Logistics & Safety, 10/2022 - 09/2023**

**Payroll on Teamlease Services Limited, Vijayawada, India**

RMC Readymix Porselano (India) Limited is fastest growing building material company in Tiles business (Ceramic & Vitrified) manufacturing and distribution.

- Enhance end to end supply chain process, including procurement, transportation, warehousing and distribution.
- Negotiated and managed contracts with key suppliers, resulting in a 15% reduction in procurement cost and improved delivery performance.
- Planning and monitoring inbound and outbound deliveries.
- Working with other departments to incorporate logistics with company procedures and operations.
- Updating and evaluating metrics to assess performance indicators (KPI's) and implement enhancements.
- SAP operations including order to cash, stock transfer, GRN and cheque entry.
- Standardize, streamline 6s and LEAN process across warehouse, inventory and fulfilment.

---

**Accountant, (warehouse Operations) 07/2019 - 09/2022**

**Centuary Fibre Plates Pvt Ltd, Vijayawada, India**

Company manufactures and distribution of mattress, pillows and cushions.

- Manage the purchase process from requisition to order fulfilment, ensuring timely and accurate procurement goods and services.
- Creating Purchase requisition and Purchase order as per customer requirement
- SAP operations like Order to cash (Billing Process), stock transfer, Customer cheque entry, GRN
- Accounts payable and receivable processing invoices ensuring timely vendor payments and overseeing collection.

- Handling E-Commerce (Amazon & Flipkart) customer orders, shipping and queries
- Conducted regular bank reconciliation and resolved discrepancies to maintain financial accuracy.

---

**Sr. Logistics Executive**, 12/2018 - 06/2019

**Big C Mobiles Pvt Ltd**, Vijayawada, India

Multi brand mobile retail chain it operates more than 250 outlets across south india.

- Handled supply chain requirements for twenty-four locations across the state of Andhra Pradesh.
- SAP operations such as order entry, MRN and stock transfer.
- Oversee all aspects of the supply chain from procurement, warehousing to distribution and delivery, ensure seamless integration and performance.
- Daily logistics operations, timely and accurate fulfilment of orders and efficient.
- Transporter Bills Checking rates as per laying with agreement

---

**Purchase Executive**, 10/2015 - 11/2018

**Venkatrama Poultries Pvt Ltd (SAKKU Group )**, Guntur, India

Company Operates layer farms, it produces and supplies eggs and layer chicken.

- Manage the procurement process by obtaining quotations, catalogues and samples.
- Identify potential vendors through a systematic evaluation process and handle vendor registration and documentation.
- To prepare cost comparison for each purchase order as per the approved rates.
- Address and resolve vendor grievances promptly, maintain positive and productive relationship in accordance with organization needs.
- Maintain accurate records of procurement activities, include purchase orders, contracts and supplier information.

---

**Warehouse Assistant Manager**, 03/2010 - 08/2015

**Srilakshmi Enterprises (3PL for Crompton Greaves)**, Bangalore, India

Crompton Graves is consumer electrical company manufactures and distribution of Lights, fans, pumps, household appliances and industrial motors.

- End to end supply chain process, include procurement, transport, warehousing and distribution.
- Supervise warehouse and receiving areas the implementation of 6s, visual management and conduct inspection records.
- Management of warehouse operations such as receiving, storage, order picking, packing and shipping.
- Coordinate with procurement and sales departments to ensure timely fulfilment of orders.
- Maintaining documentation and keeping accurate records of warehouse activities

---

**Warehouse Assistant Manager**, 11/2006 - 02/2010

**Swamysons Agencies (3PL for Cadbury India Pvt Ltd)**, Vijayawada, India

Cadbury India Pvt Ltd is manufacture of various food products such as Dairy milk chocolate, biscuits and other food products.

- Led team of 20 warehouse associates, providing guidance, hiring, training and performance evaluations to enhance team effectiveness.
- Operated Oracle WMS for preparing Order to cash entry, stock transfer, daily vehicle reports
- Manage inventory control, include regular stock audit and reconciliation to ensure accurate inventory levels and minimize discrepancies.
- Enforce safety and compliance standards, conducting regular safety audit and training sessions to maintain a safe working environment.
- Handle complaints and resolve problems related to shipments and inventory

---

## EDUCATION AND TRAINING

**Efforts Consulting, 03/2023**  
**Lean Six Sigma Green Belt**  
Accreditation: CSSC, USA

---

**Andhra Pradesh Productivity Council, 07/2016**  
**PG Diploma in Logistics and Supply Chain Management**

---

**Than Thai Hans Roever College, Perambalur (Bharathidasan University), 04/2006**  
**Master Of Business Administration (Marketing and Finance)**

---

**V K R College, Gannavaram (Nagarjuna University), 05/2003**  
**Bachelor of Commerce**

---

## PERSONAL INFORMATION

Date of Birth : 15/06/1982  
Gender : Male  
Marital Status : Married  
Nationality : Indian

---

## LANGUAGES

- English
- Hindi
- Telugu

**Durga Prasad Purama**