

Madhu Singh

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PROFILE SUMMARY

15 years of procurement expertise in raw materials and inventory, adept in technical spares purchasing, knowledgeable in QC & ISO, and proficient in ERP and SAP.

EXPERIENCE

2009-2021

Assistant | Monnet Ispat & Energy Limited, Raigarh (C.G)

In my role, I generated daily MIS reports using an ERP system to ensure timely material information. I effectively coordinated with the power plant, raw material yards, and RMHS Sinter Blast furnace department to reconcile supply and stock. Additionally, I prepared various financial documents such as comparative statements, payment advice, debit, and credit notes using the ERP system. Another aspect of my responsibilities included managing the monthly landed cost of coal and arranging mines-wise quality reports.

2021-2023

Junior Officer | JSW Ispat Special Products Limited (formerly known as Monnet Ispat & Energy Limited), Raigarh (C.G)

Managed end-to-end procurement operations including purchase order processing, vendor communication, and contract negotiation. Proactively monitored inventory levels and market trends to optimize procurement strategies and minimize risks. Ensured timely delivery of materials to support plant operations.

EDUCATION

MBA (Marketing Management)

North Odisha University
2010-2012.

Masters in psychology

Purvanchal University
1999-2001

SKILLS & ABILITIES

Proficient in ERP & SAP

Analytical and problem-solving skills

Knowledge of QC & ISO

Strong communication and coordination skills