

SCM – SOURCING/PURCHASE/ORDER CLOSING OPERATIONS – KPO EXPERIENCE**PROFILE & VALUE**

- *Post Graduate MBA (HR/Marketing) holder in possessing 8.4 years of proven experience in handling sourcing and purchase order closure process.*
- Demonstrated excellence in supply chain processes, including PO closure, and increasing operational efficiency and maintaining a cost-effective balance between customer service and shipment outlays
- Applies strong communication and negotiation skills to negotiate with suppliers to achieve the best price and delivery time then follow order status to ensure on time, accurate delivery
- Gained functional expertise working in a KPO industry with the ability to work within the defined SLAs, achieving the stipulated KPIs, training team members and peers and proposing process improvement measures aimed at enhancing efficiency, reducing cost and improving billing opportunities

QUALIFICATION & EXPERTISE

Material Management
Purchase Order Release
Vendor Management
Material Expediting
SLA Adherence
Problem Solving
Process Quality
Internal/External Audits
International Clients Handling
Distribution/Shipping
Cost Reduction
Reporting

CAREER PROGRESSION

Jan- 2023 – Present Genpact India PVT Limited Assistant Manager

Highlights – Process Management

- Build RFQ packages for Manufacturing parts across various commodities based on production / project requirements and timelines by collecting significant details like Approved Vendor list, drawings, specifications, checklists etc.
- We should setup and run eRFX events using tools like Arriba including reverse auctions if required
- We should send RFQ packages to various suppliers in their respective regions or even globally.
- We should understand queries from Suppliers and coordinate with relevant partners to provide timely clarifications / resolution to suppliers.
- Post receipt of a response to validate responses for completeness and identify variances if any and resolve.
- Preliminary Bid Analysis and submit quote comparison report to partners
- Provide recommendations and alternate bid strategy if any for effective price negotiation.
- Negotiate with the respective suppliers on price, delivery etc.
- Award contract and communicate with Suppliers and relevant partners

Highlights – Process Management

- Evaluate the received RFI/RFP to ensure complete details, scope of work and other documents are available before tendering invitation to projected vendors.
- Converting Purchase Requisition to Purchase Order.
- Negotiates the selected proposal and ensure to get fair deals that will benefits the organization.
- Introduce new potential suppliers of commodities/ services•
- Initiate Contracts; Service Level Agreement, Annual Maintenance Contract, Scheduling Agreement and Value Contract if needed.
- Monitor the status of orders and react to any changes or discrepancies in the appropriate manner
- Expediting deliveries with supplier to ensure all commitments delivered on-time.
- Reopening the event to send reminders to suppliers via Sap Ariba Portal.
- Initiating the vendor registration process to make suppliers to participate in the bidding process

Tools Used : SAP MM, SAP Ariba

Noteworthy Accolades

- *Through concerted coordination, drove cost reduction measures, resulting in a 4% decrease in spends on indirect material*
- *Created master file through consolidating of 10 reports, that assist our team in updating the required data in a single sheet, and yet is capable of reflecting all the reports that are necessary to prepare for the monthly deck*
- *Expedited commitment dates from the supplier and followed up to increase their OTD to above 90*
- *Aided the technical team, in automating a step while migrating data from Excel to SAP*
- *Submitted an idea to the technical team for pushing bulk emails which is currently under process, and awaiting client's approval*

Highlights – Supply Chain Management

- Coordinating with the logistics team for optimum utilization of inventory during the time of shipment
- Obtain and negotiate quotes and agreements with transportation and raw materials providers
- Follow up on the unit from the time of its receipt at the supplier end till its successful delivery back to customer.
- Handle the preparation and maintenance of inventory optimization of 13 Branch plants (international locations)
- Coordinate with the supplier to expedite the material on time, avoiding unnecessary LD for the vendor and material stoppage for the client

Highlights – Process Management

- Initiating the RFQ process by checking the scope of work in the Sap Ariba.
- Report KPI's/SLA packs to the Line Manager on a daily, weekly and monthly basis
- Keenly watching out the suppliers ESD (estimated ship date) and progress against the turnaround time, and going extra mile whenever there is an expedite / exchange required to fall in line with the customer's expectation.
- Taking care of complete purchase order closure process
- Taking care of scrap and replacement process
- Taking care of the containment(document discrepancy)activities

Achievements

- Built a good rapport with team members, supervisors, managers and stakeholders and appreciated by them on various occasions for the kind of services and support rendered.
- Have received numerous performance awards during these years e.g., Extra mile champion, Star of the business

Tools Used : SAP Personas, SAP MM, SAP Ariba

July 2014 –Oct 2015

Redington Gulf, Chennai

Service Coordinator

Highlights – Process Management

- Claim and order management -Coordinating with vendor & accounts team to Process the claims and purchase orders in Vendor Site
- Work with supplier and end users to resolve invoice, damaged / returned goods and shipping issues.
- Addressing mails to customers and vendors.
- Ensuring timely submission of claims and orders without missing the TAT
- Daily reports to location to achieve the TAT
- Identifying Errors in process and rectifying on the someday.

EDUCATION & CREDENTIAL

Qualification	Institution	Year	Percentage
MBA(Specialization- HR/Marketing)	SAN International Business School	2013	68
BCA	Karpagam Arts and Science College	2011	73.73
HSE	KKMHSS Higher Secondary School	2008	67
SSLC	Bharathmatha High School	2006	74

ADDITIONAL INFORMATION

Date of Birth : 20th December 1989
Location Preference : Bangalore and Cochin
Permanent Address : Illathakalam(H.O), Polpully(P.O), Palakkad, Pin:678552

REFERENCES AVAILABLE ON REQUEST