

ONYINYECHI V. AKUCHIE, MBA

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SUPPLY CHAIN & PROCUREMENT SPECIALIST

INVENTORY & VENDOR MANAGEMENT | DATA ANALYSIS | PURCHASE ORDER MANAGEMENT | LOGISTICS

Supply Chain Specialist with a **Master of Business Administration** in Supply Chain & Project Management & 5+ years of experience in operations, administration, procurement, vendor management, and project coordination within fast-paced and challenging environments. Highly proficient in SAP analytics, MS Office Suite, and Google Suite, with a track record of demonstrating leadership in streamlining procurement processes, achieving cost savings opportunities, and managing efficient purchase order workflows. Possesses exceptionally strong skills in data analysis, vendor coordination, and contract management. A results-oriented professional dedicated to driving success and growth by delivering strategic solutions to meet business objectives and support company missions.

CORE COMPETENCIES/ AREAS OF EXPERTISE

Administration • Purchasing Expertise • Project Management • Strategic Sourcing • Logistics Management
Time Management • Stakeholder Engagement • Budgeting • Project Coordination • PO Generation • Expedition
Business Process Improvement • Process Requisitions • Process Purchase Orders • Invoice Resolution • Spend Analysis
Data Analysis & Presentation • Inventory Management • Vendor Management • Operational Expense (OPEX) Tracking
Vendor Onboarding & Management • Supplier Qualification • Contract Amendment & Option Assessment Creation
Technical – MS Suite, Project, SharePoint • Google Suite • Monday.com • HubSpot • QuickBooks • Oracle • SAP Products

QUALIFICATIONS HIGHLIGHTS

- ✓ **Improved PO Handling Process** – Implemented process improvements that reduced the PO turnaround time to 24 hours, streamlining procurement operations and enhancing efficiency.
 - ✓ **Cost Savings & Procurement Strategies** – Analyzed SAP analytics data to identify and implement improvements in procurement processes, resulting in monthly cost savings opportunities of \$10k.
 - ✓ **Outstanding Purchase Order Management** – Demonstrated exceptional efficiency by creating and executing monthly purchase orders totaling \$200k+ per contract, ensuring timely and accurate procurement.
 - ✓ **Effective Problem Resolution** – Resolved hundreds of supplier invoice discrepancies promptly, showcasing strong problem-solving skills and attention to detail in handling procurement-related issues.
 - ✓ **Streamlined Vendor Onboarding & Contract Management** – Managed contract amendments & created Option Assessments to meet business needs, ensuring smooth vendor onboarding & effective contract administration.
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PROFESSIONAL SALES EXPERIENCE

Supply Chain Intern – Corporate Services EQUINOR | Houston, TX | May 2023 - Present

- Analyze SAP analytics data to identify & implement improvements in procurement processes for diverse business units yielding \$10k in monthly cost savings opportunities while supporting procurement strategies for business goals.
- Interface with business units to forecast needs ensuring 100% compliance with procurement policies & demonstrating outstanding efficiency by creating and executing \$200k+ in monthly purchase orders per contract.
- Onboarded and updated vendor information in Equinor's database, streamlining the procurement process.
- Celebrated for achieving an unmatched 2-day turnaround time from purchase requisition to purchase order creation.
- Recognized for resolving hundreds of supplier invoice discrepancies promptly, with timely escalation when necessary.
- Provide an arsenal of top-notch support to various business operations while managing dozens of contract amendments each month along with creating Option Assessments to meet business needs for ultimate success.

Admin/Project Assistant

EMPLOYEE BENEFIT RESEARCH INSTITUTE | Houston, TX | June 2021 – Present

- Partnered with COO to identify & implement process improvements for 50% acceleration in workflow across organizational functions & seamless coordination with other departments with 100% business policy compliance.
- Managed 30-40 accounts within EBRI's database, ensuring updated member & partner information producing quality fact sheets & member dashboards using MS Office tools & Adobe for year-end reviews & membership meetings.
- Supported multiple small and large marketing and research teams in sponsorship campaigns and membership drives.
- Successfully facilitated program and event logistics in collaboration with the COO and membership coordinator.

Executive Assistant

UNION BANK OF NIGERIA PLC | Lagos, Nigeria | June 2019 – February 2020

- Joined forces with the high-performance Strategy and Innovation team to initiate 1-2 new projects each month encompassing a wealth of innovation and youth banking while also coordinating other processes.
- Orchestrated successful internal and external collaborations with McKinsey, Accenture, Deloitte, and other potential stakeholders, involving planning multiple projects, managing \$100k+ budgets, and business activity coordination.
- Led need analysis in conjunction with procurement department performing strategic sourcing of potential suppliers.
- Supervised a dynamic 4-member team of efficient assistants providing executive-level administrative support to the Retail banking leadership team and tracking project updates to ensure timely follow-up with responsible parties.
- Managed the processing and tracking of hundreds of different purchase and requisition orders, ensuring compliance with the bank's policies and obtaining necessary approvals involving both simple and complex processes.

Business Manager

EFFERENT SERVICES LIMITED | Lagos, Nigeria | January 2017 – February 2019

- Coordinated & led a 10-member team to execute 20+ projects such as implementation of an efficient RIS/PAC teleradiology solution across 5 client sites while conducting market research on 2k+ medical laboratories in Lagos.
- Collaborated with CEO & CFO to generate revenue goals & quarterly/yearly budgets based on market analysis, managing vendor selection, onboarding, & contract negotiations for strong relationships & 100% on-time deliveries.
- Ensured 100% compliance with procurement processes and best practices through thorough research and analysis, evaluating requisitions for material and equipment to determine the best vendor based on price, delivery, and quality.

CERTIFICATIONS

Certified Associate in Project Management – 2022

Lean Six Sigma Green Belt Certification – 2022

Lean Six Sigma White Belt Certification – 2022

EDUCATION

Master of Business Administration (MBA), Supply Chain & Project Management

University of Houston-Downtown, College of Business – August 2023

Post Graduate Diploma in Management

University of Port Harcourt

Bachelor of Technology, Animal Science & Technology

Federal University of Technology, Owerri