**Aditya Govind Awasthi**

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**Experience at a Glance**

Seven years in Global Procurement, Contract Management, Vendor Management, RFX and Purchase.

**Skills and Specialties**

Purchase to Pay Financial Services, RFP, RFQ, RFI, Global Delivery, Supplier Assessment, cost negotiations, IT Asset and Infrastructure Management, CAPEX-OPEX, SOW, Reverse Auction and Software Licensing.

**ERP Expertise: SAP** – R/3, MM, **Oracle** **PeopleSoft –** e - Procurement, Purchasing, Vendors, Supply Chain. **ARIBA** – Spend Management, Strategic Sourcing, Auctioning, Bidding, Supplier Negotiations, Contract Management.

* Highly developed skills in Procurement, RFQ to Negotiate and Procure to Pay Cycle (**P2P**), OPEX and CAPEX, Price Negotiations and Vendor Management.
* Responsible for Pricing, Supporting preparation of Business Plan and pricing Strategy for the Business Groups for RFP, RFQ, RFI.
* Business Planning – Budgeting, Variance analysis, Cost Control, Implementation of the Company’s Policies and procedures.
* Evaluation and Feasibility Study – Analysis of new Procurement strategy and implementation of new suppliers for the company.
* Analysis and preparation of various Agreements/Contracts required for the short term and long-term requirement of the company.
* Coordination with Legal/Finance to finalize the Contracts.
* Supplier Management using ARIBA Supplier Network, E-Auction/Reverse Auction.
* Prepare & solicit quotes or competitive bids from vendors and negotiate to get the best prices.

**Professional Experience:**

***“Aon Hewitt” Lead - Procurement and Asset management***

***(Oct 2013)***

* Managing Global Procurement and Software Licensing.
* Managing IT Procure to Pay Process.
* Managing IT Infrastructure.
* Working on development of Infrastructure for new set ups.
* Responsible for monthly provisioning.

***“Aon Hewitt” Sr. Specialist – Global Procurement and Sourcing***

***(Oct 2011 – Dec 2012)***

* Managing Global and in house Procurement, Sourcing and Contract Management.
* Ensuring Purchasing function runs smoothly end to end covering all aspects of procurement (Purchase Request-Purchase Order –GRN-Invoice Processing-Payment).
* Examine, select, order, and purchase at the most favorable price merchandise consistent with quality, quantity, specification requirements.
* Managing Global Suppliers and I.T sourcing infrastructure using e-Bidding and e-Auctioning.
* Carrying out and analyzing RFPs, RFQs and RFI, negotiating rates with suppliers, maintaining better client and supplier relationship.
* Involved in Fair value Analysis on a case-to-case basis to obtain the best price for the product.
* Business Planning – Budgeting, Forecasting, Variance analysis, Cost Control, Implementation of the Company’s Policies and procedures.
* Monitor and analyze sales records, trends, or economic conditions to anticipate consumer buying patterns and determine what the company will sell and how much inventory is needed
* Evaluation and Feasibility Study – Due diligence and analysis of new business for the company.
* End-to-end implementation experience in Supplier Management module.
* Monitor and forecast CAPEX and OPEX.
* Research, Analysis and comparison of projects with industry standards.
* Preparation of Annual Budget and Monthly Forecast by interacting with various sub groups.
* Layout restructures – Coordination for setup and shifting of IT and non IT Infrastructure (LAN, Routers, Switches, Links, Telephone lines etc.).

**Tools and Technology**: Oracle People Soft (8.0 – 9.0 - 10), MS Excel and MS Access (DATA Management).

*Awarded**Star Performer (AON Hewitt)*

***“Clifford Chance LLP” Business Analyst – Sourcing and Contract Management***

***('Nov 2010 – Oct 2011)***

* Ensure that preferred vendor pricing, service levels and agreed upon terms are being honored by vendors in transactions.
* Working as Business Analyst - SCM, Procurement, Vendor Management, Purchase and Contract Management specialist.
* Gathering information, analyzing new processes, operations, documenting business requirements, billing and collections.
* Preparation of material, approval schedule and submit the same for the approval of Consultants.
* Effective selection and management of suppliers support lean manufacturing processes.
* Working on new application as per the guideline\instructions provided from Research\Implementation and Procurement team.
* Taking care of resource planning and developments of several processes in Vendor Management and Analytics Team.
* Preparing the Master Contracts/Agreements e.g. MSA, S-A, SOW, NDA, SLA, LA,RFP, RFI, RHQ.
* Support the Procurement team in London by providing analysis and follow-up of Procurement process and Contracts management.
* Assist in redesigning and rewriting the Agreements in order to make efficient bonding between Supplier and Clifford Chance.
* Preparing the common questionnaires, slides, forms used in requirement analysis.
* Interact with clients and Business partners for better understanding of requirements.
* Responsible for Lots of Functions with ERP and Resource Management.

**In house Tools**: RAPID (Contract Management Specified Tool), CDM (Company Data Management), GTAD (Global Data Management Tool), Lexis Nexis Interaction (Generating and Publishing Reports).

*Awarded**Top performer (Clifford Chance LLP)*

## ***“Ameriprise Financial” Sr. Consultant - Global Procurement and Contract management (June’ 09 to Feb’10)***

* E-Procurement/e-Sourcing (Ariba, ISR, PSR), Procurement, Vendor Management, Tier-1 – 4, group in helping, understanding and resolving escalated\un-resolved issues.
* Preparing the Master Contract/Agreement such as MSA, S-A, SOW, NDA, SLA, LA, RFP, RFI, RHQ.
* To work with Procurement team and maintain highly confidential data.
* To work closely with Business partners of AMEX and “Ameriprise Financial”.
* Worked on ISR and PSR (Special tools for Vendor Grading System).
* Maintain collaboration between Company and Vendor with strong Negotiating skills.
* To track the availability of contracts from “Archer” and load them into “ARIBA”.
* Ensure maximum accuracy on projects by providing assistance to the team members.
* Support the team and help them to extract required information related to assigned projects or availability of any Contract.

**In house Tools**: ISR and PSR (Security Review Tools), ARCHER (Contract Data Management Tool).

## ***“IEnergizer” Assistant Executive – Purchase and Procurement***

## ***(October’05 to January’09)***

* Worked as an Operations buyer in Procurement.
* Creation of purchase orders as per the requirements of the Clients and follow up on the purchase orders and goods/services delivery.
* Resolving issues related to Blocked invoices as per specifications. Helping the operations team achieve its targets and maintaining the SLA’s.
* Categorize the requirement as per budget.
* Maintain the invoice of customers and databases of clients according to their requirements.
* Attend and resolve the queries of customers and clients.
* Troubleshoot the Technical as well as Billing problems of the customers via phone and E-mails.
* Timely customer communication and technology-enabled visibility allows companies to monitor product flows and collaboratively respond to potential delivery problems.

**In house Tools**: CRM (Customer Relationship Management), DR (Digital River), NAM (Nucleus Account Management).

*Awarded Employee of the Year (Ienergizer)*

**Academic Qualification:**

* Arts Graduate (Specialized in English Literature and Language).
* Trained “Green Belt Six Sigma”.
* Diploma “Information Technology”.

**Aditya**