

SURBHI VYAS

SENIOR PROCUREMENT MANAGER

AREAS OF EXPERTISE

Process improvement initiatives
Customer service excellence
Process standardization
Inventory management
Purchasing ordering
Supplier management
Supply chain management
Strategic planning
Commercial operations
Safety procedures
Regulatory compliance
Legal compliance issues
International logistics
Warehouse management
Pricing strategies
Performance management
Fixed asset management
Transportation management
Vendor & project management

CAREER STATEMENT

"I feel that my greatest strengths are firstly my strong commitment to providing a professional service to all colleagues with whom I work. Secondly my skill at developing and maintaining a close working relationship with every client, something which in turn helps me to gain an in-depth understanding of their individual needs. Thirdly my real passion for procurement as a whole, an obsession which allows me to spot trends & develop best practice processes."

Surbhi Vyas

LANGUAGES

English
Hindi
Gujarati

PERSONAL SKILLS

Problem Solving
Team Player
Energetic
Enthusiasm
Integrity
Creative thinker
Analytical
Excellent Communicator

PERSONAL DETAILS

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PERSONAL SUMMARY

Highly skilled and versatile Senior Procurement Manager with 7 years of progressive experience, seeking to leverage a diverse background in business development, HR, and operations to excel as a Senior Manager in Purchase. Equipped with a Master's Degree in Biochemistry, I have a unique perspective on integrating scientific knowledge with strategic procurement practices. Adept at building strong relationships with suppliers and cross-functional teams, I consistently drive cost reduction, process improvements, and sustainable sourcing. My proven ability to manage complex projects and deliver value make me a strong candidate for any organization seeking an innovative and results-driven leader.

WORK EXPERIENCE

DEHAAT (GREEN AGREVOLUTION)

SENIOR PROCUREMENT MANAGER - DEC 2021 - PRESENT

- Leading a team of 10, fostering a collaborative environment, guiding team members, and providing necessary training and development opportunities.
- Overseeing the management of over 200 vendors in various Agri input categories, such as seeds, pesticides, fertilizers, tools, machinery, and other allied products from both domestic and international partners.
- Directing the entire procurement operation across three states: Maharashtra, Gujarat, and Chhattisgarh.
- Acting as a category manager for these three states, responsible for pricing, inventory management, handling expiries, managing Kiss flow, forecasting, demand planning, strategic planning, fund/working capital management, and vendor negotiation.
- Managing the Profit & Loss (P&L) for the Agri input division, including efforts to improve margins (particularly driving CM2 margins).
- Developing optimal category strategy, pricing, promotions, range, availability, and cost prices to drive sales and margin expansion.
- Leading various projects aimed at providing end-to-end solutions to farmers across the three states under purview.
- Negotiating cost, funding, and terms with the existing vendor base, resulting in a significant cost savings of 15%.
- Collaborating cross-functionally with teams from Supply Chain, Operations, Pricing, Strategy, Finance, and Marketing to deliver strategic projects.
- Providing leadership for cross-functional teams, driving strategic projects and optimizing category management to improve customer experience and increase revenue.
- Addressing customer issues through vendor coordination, including personal visits to ensure resolution.
- Driving ABS initiatives, launching new schemes and products.
- Utilizing various CRM tools such as SAP CRM, Salesforce, SAP, and JIRA in daily operations and management tasks.

HELICOPTER PRIVATE LIMITED - MUMBAI, MAHARASHTRA

AGM- BUSINESS DEVELOPMENT - DEC 2020 - DEC 2021

- Defined and finalized a multitude of Standard Operating Procedures (SOPs), including those related to pricing, product movement, and planning, thereby streamlining business operations.
- Developed and implemented Human Resources SOPs, ensuring alignment with company policies and regulatory requirements, and facilitating effective workforce management.
- Led the creation of policy definitions, establishing clear guidelines for internal processes to enhance operational efficiency and regulatory compliance.
- Managed daily, weekly, monthly, and quarterly operational and reporting structures, ensuring timely communication of performance metrics to key stakeholders.
- Implemented robust inventory management procedures, leading to increased accuracy in stock control and reduced inventory holding costs.
- Designed and monitored standard reporting frameworks for various timeframes (daily, weekly, monthly, quarterly), providing comprehensive insights into business performance.
- Core team member of Helicopter since inception, leading the business development department
- Successfully onboarded 50+ manufacturers from various categories onto the platform
- Contributed to sales of around 9 Cr in the first year with a healthy margin through strategic manufacturer partnerships
- Managed manufacturer onboarding process, securing 40+ B2B tie-ups
- Maintained and strengthened relationships with manufacturers to ensure regular sales and access to company schemes
- Led business growth with manufacturers across multiple categories
- Designed and implemented promotion strategies for key manufacturers, overseeing execution
- Prepared monthly and seasonal business plans for the MH state
- Assisted sales and marketing teams with monthly schemes, combo offers, and app/offline campaigns
- Developed inventory forecasting plans for fast-moving goods, adjusting based on market data and feedback
- Negotiated pricing with manufacturers to provide competitive prices, boost revenues, and increase profits for all parties
- Managed procurement of goods from manufacturers on a monthly, weekly, and real-time basis using both pull and push strategies

MEDKART PHARMACY PVT LTD - AHMEDABAD, GUJARAT

MANAGER | HR, OPS, BUSINESS DEVELOPMENT - DEC 0217 - MAY 2020

- Supervised 100+ employees across various teams, ensuring alignment with company vision and standard work procedures.
- Reported directly to directors on financials, strategy, policies, and employee feedback.
- Analyzed manpower requirements, conducted talent acquisition through various channels, and managed offer negotiations.
- Handled employee documentation, including job descriptions, offer letters, experience letters, and joining formalities.
- Managed payroll for 100+ employees, including determining liabilities, maintaining data, and disbursing salaries.
- Conducted employee performance evaluations, defined KRAs, and maintained performance records.
- Facilitated employee development by identifying training needs and arranging peer-to-peer or third-party sessions.
- Oversaw HRIS management, ensuring accurate employee data and generating various reports.
- Handled daily operations of 16 company-owned stores, including inventory management, audit coordination, and customer satisfaction.
- Developed and implemented the franchise model, delivery department, and Medkart mobile application, contributing to business growth and revenue generation.

ADDITIONAL WORK EXPERIENCE

- Executive HR: GSK Pharmaceutical Limited - Jan 2016 - Nov 2017
- Management Trainee: WaterHealth Pvt Ltd - Hyderabad - Jun 2015 - Dec 2015

KEY SKILLS & COMPETENCIES

- Knowledge of operational planning, and continuous improvement of technology and processes
- Monitor warehouse operations versus the agreed service standard and budget control
- Provide and maintain high service level to stores with timely and relevant stock deliveries
- Bringing products via the supply chain to market on time and in the correct quantity
- Ensure inventory is available to support commercial plans to drive the business objectives
- Monitoring open purchase orders for all orders to ensure on time deliveries
- Able to negotiating rates with local contractors and also international companies
- Communicate the stock position & analysis on the stock quality
- Familiar with the principles of transportation, supply chains and procurement
- Knowledge of managing returns and rejections professionally & promptly with suppliers
- Experience of liaising with forwarders and overseas companies to arrange collections
- PC Skills -demonstrates proficiency in Microsoft Office applications and others as required
- Maintaining strong working relationships with key suppliers to confirm shipping schedules
- Coordinate and drive efforts to enable supply improvement initiatives to succeed within the facility

ACADEMIC QUALIFICATIONS

Nirma University, Ahmedabad

Master of Science, Biochemistry - 2015

MLSU Udaipur

Bachelor of Science, Biotechnology - 2013

REFERENCES - Available upon request.