**RYAN CASTILLO**

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Experienced data and reporting analyst with 6 years of experience as a reporting analyst in various industries, both in the private and public sectors. Demonstrated abilities in identifying business areas for improvement and implementing digital solutions that brought efficiencies in business processes. I am passionate about process optimisation, digital business solution integration and using data to create actionable insights in making sound business decisions. Currently enrolled in Master of Analytics in AUT and would love to explore opportunities in Data & Insights Analytics, Functional Consultant in D365 roles.

**Key Skills**

- Develop, maintain, and improve the Procurement Power BI reports (from multiple data sources).

- Lead business process optimisation, digital solutions integration & continuous improvement initiatives.

- Experienced in collaborating with Business Analysts, Systems Developers, and business stakeholders

- Business stakeholder relationship management

- Knowledgeable in Relational Databases, Data Modeling and Data integrations

- Beginner in Microsoft Power Platform—PowerApps, Power Automate and SharePoint list integration

- 9 years of experience using different SAP Modules (FICO, MM & SD) and SAP reporting suites.

- SME in Dynamics 365 FinOps– Procurement and sourcing modules.

**Career Highlights**

*Developed PBI Spend Report and Vendor Spend Report for 2Degrees Procurement – Feb 2024*

Developed PBI dashboard for the Commercial/Procurement team. Extracting spend data from Microsoft D365. Collaborated with procurement managers/specialists, procurement systems, and data managers to understand data and processes, created business requirements, and delivered spending dashboards for procurement to support procurement activities.

*Purchasing Card Policy refresh – October 2023*

Reviewed and updated Auckland Transport’s Purchasing Card (P-Card) Policy by conducting industry analysis, collecting stakeholder feedback, and reviewing R&A audit recommendations. Implemented additional processes to improve policy reinforcement and mitigate financial risks related to P-card expenditures.

*Procurement Power BI report data automation – 2022*

Collaborated with the business analysts and corporate analytics teams to automate weekly manual PBI data refresh for all procurement reports. Saved 0.25 FTE weekly time and PBI refresh are done daily instead of weekly. The automation provided the procurement team with relevant and updated spending and contract data to support the daily procurement operations.

**Employment Summary**

**2Degrees | Auckland, New Zealand November 2023 to Present**

*Procurement Data Analyst | D365 FinOps System Administrator*

*D365 FinOps, PowerApps, PowerBI, SharePoint, Dataverse, Azure DevOps*

* Develop, maintain, and procure spend reports with multiple data sources using Microsoft PowerBI. Identify data requirements, collaborate with relevant stakeholders and build suitable BI apps to serve the data requirements.
* Provide regular and ad-hoc FinOps data requirements to business stakeholders (from ELT members to Operational employees), facilitating discussions with technical and non-technical audiences.
* System administrator (SME) for Dynamics 365 Procurement – Finance and operations module
* Investigate and resolve purchase requisition and purchase order errors and escalations.
* Vendor master administration – onboard suppliers as vendors in D365 and conduct due diligence and background checks when creating and amending vendor records.
* Collaborate with Business Analysts, developers and stakeholders to resolve D365 issues.
* Maintain, troubleshoot and update PowerApps overlay on D365.

**Auckland Transport | Auckland, New Zealand April 2018 to November 2023**

*Procurement Advisor – Excellence | Data and Insights Analyst Sept 2021 to November 2023*

*SAP FICO, Power BI, ServiceNow, SharePoint Portal, Azure DevOps*

* Develop, maintain, and procure PBI reports with multiple data sources, e.g. SQL server, SharePoint, API
* Provide accurate and updated data to support the end-to-end procurement lifecycle.
* Communicate with stakeholders with varying data analytics literacy to understand business data requirements and deliver data solutions.
* Develop and manage relationships with business stakeholders - PX Business partner.
* Lead and participate in Agile Projects—PBI report development/SAP integration and other procurement process improvement initiatives.
* Accurate reporting to Senior Leaders, GM and Executive Management
* Perform data extraction and analysis for internal and external ad-hoc/periodical audits.
* Conduct Power BI on-boarding, providing access & training to procurement members & wider business.

*Procurement Advisor – Excellence | Capability & Process Analyst Sep 2019 to Aug 2021*

*SAP FICO, Power BI, ServiceNow, SharePoint, Microsoft Office 365*

* Identify, analyse, and drive strategic initiatives to enhance internal processes and enable the procurement team to bring value for money.
* Lead process improvement initiatives to enhance the Procurement team’s engagement with the business and suppliers.
* Implement digital business solutions to improve business processes and customer experience.
* Manage relationships and maintain excellent communication with business stakeholders and suppliers.
* Digital systems, vendor master and capability excellence process owner
* Vendor Master Data Administrator – SME and point of contact for all vendor inquiries.

*Procurement Administrator/ Contracts Coordinator Apr 2018 to Sep 2019*

*SAP FICO, Adobe Pro Suites, FlexiPurchase, SharePoint, Microsoft Office 365*

* SAP Vendor Master Administrator—Create, maintain, and block AT vendor master in the system.
* FlexiPurchase Administrator—maintains the database, resolves queries, leads CI initiatives, etc.
* Purchasing Card Administrator Auckland Transport liaises with external and internal customers.
* Analyse data to support Procurement advisor/ specialist in procurement planning and category management and contribute to business process improvement initiatives.
* Actively maintain relationships with key business stakeholders and negotiate with stakeholders to ensure that contract protocol is followed for all contracts and payments.

**Nokia Solutions and Networks | Philippines**

*Accounts Supply Planner/Analyst Mar-2015 to Jan-2017*

*SAP R/3 SD/MM, BPOpen, Cover Tool, Advanced Excel with VB*

* Project Logistics - Shipment planning and forecasting using just-in-time and lean principles and aligning deliveries with project schedules and material requirements.
* Manage relationships with regional and global supply planners and external/internal stakeholders.
* Accurate delivery status and revenue report to Finance controller, Country Logistics Manager and Project managers. Catalogue procurement and importation Nokia Telecommunication HW/SW.

**Toyota Dubai - Al Futtaim Motors | Dubai, UAE**—*Inventory Analyst**Apr-2013 to Jan-2015*

**Fujitsu Ten Solutions Philippines | Philippines** *– Quality Engineer* *April 2012 to Jan 2013*

**Qualification**

**Masters in Analytics** – Auckland University of Technology – on-going

**PGDip in Business Administration** - Auckland Institute of Studies, 2017

**Bachelor of Science in Industrial** Engineering – Technological Institute of the Philippines, 2012

**Learnings and Certificates**

Dec 2022 - Microsoft PL-300 – Power BI Data Analyst Training

Sep 2022 - SQL Essential Training

May 2022 - Agile Fundamentals Certificate– IC Agile

Nov 2022 - Clever Buying – Procurement Training Certificate

Sep 2022 - Creating a Data-Driven Mindset: Procurement Leaders

Dec 2020 - Microsoft Power BI - Dashboard in a Day

Oct 2021 - CIPS Ethical Procurement

**Organisation Membership**

Chartered Institute of Procurement and Supply - Member since 2020

Ma Runga Waka Toastmaster Club - Member 2020; Club Secretary 2021

**Interests**

Data enthusiast, digital media, animals, indoor & outdoor plants, travelling and meeting local people.