

NAME: REYAAN ZAMAN

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SPECIALIZATION: SUPPLY CHAIN MANAGEMENT

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CAREER SUMMARY

- 4.5+ Year of experience in Supply Chain, Procurement, Vendor & Project Management.
- Working experience on designing Procurement Policies & operational SOP along with supervising PR to PO process.
- Consultant for end to end implementation of Supply Chain process in Oracle Fusion.
- Proficient knowledge of tools, such as **Oracle PeopleSoft FSCM, Oracle Fusion Cloud, SAP-Ariba, SAP-MM.**
- Involve in Planning Organizing Scheduling & providing estimation, along with on time delivery projects/clients requirement.

PROFESSIONAL EXPERIENCE

The Biryani Paradise	Procurement Operations Manager	July'18 – Present
MetLife GOSC Noida	Procurement Associate – Global Procurement	July'17 – June'18
Dream Ways Estate PVT LTD	Project Engineer	May'16 – June'17

SKILL SET

- Proficiency in Procurement tools: **SAP's Ariba & MM, Oracle PeopleSoft FSCM & Oracle Fusion SCM.**
- Proficiency in Microsoft Office package specially **Excel & Visio.**
- Acquaintance in Civil Tools: **Auto Cad, Revit, STAAD Pro, MS Projects, 3DS Max.**

PROJECT UNDERTAKEN

Organization: THE BIRYANI PARADISE

Designation: Procurement Operations Manager (July'18 – Present)

Responsibilities:

- Design of Procurement policy & Operational SOP to attain maximum revenues at a minimum cost.
- **Supervising the PR to PO process** to ensure adequate supply of goods to avoid any operational hindrance.
- **Deployment & mapping of POS & inventory consumption data in ERP to attain real time reporting system.**
- **Vendor Management** - Identification, contracting, relation building & on-boarding new suppliers over **ERP.**
- **Involved in end to end implementation of CRM ERP HRM & monitoring marketing campaign.**
- Design, Planning, sourcing (interior material) & fit-out execution of new outlets as business expansion.

Organization: METLIFE GOSC, NOIDA

Designation: Procurement Associate – Global Procurement (July'17 – June'18)

Project Description:

- Migration of Procurement process from GSS to downstream Global Procurement.
- End to end **implementation & deployment** of data & existing process in **Oracle Fusion Cloud SCM.**

Responsibilities:

- Design & writing of SOP for all major work type (PO Creation, Vendor On-boarding, O&G & Reporting)
- **Managing the Procurement process** from PR to PO & PO creation using **Oracle People Soft FSCM.**
- Oversight & Governance: Quarterly evaluating existing vendor's performance & risk involve (PSRA).
- **Vendor management & On-boarding:** Contract Preparation, Background verification & on boarding for all new vendors in **People Soft FCSM.**
- Reporting: **Monthly Procurement Dashboard**(Reporting of Cost avoidance & reduction, Yearly & YTD savings)
Contract Health Report, Material management on SAP MM, Demand Forecasting, Approved supplier list.

Organization: DREAM WAYS ESTATE PVT LTD

Designation: Project Engineer for 2 Residential Society (June'16 – May'17)

Responsibilities:

- Involved in **Planning, Organizing, Scheduling & quantity estimation (BOQ)** for timely completion of project.
- **Subcontracting** various work type to subcontractor & rigorous monitoring their work as per plan.
- Creating a **MIS system** to track actual versus planed progress & publishing various reports to management
- Managing Interior Fit out – Designing as per client's demand, Sourcing & Procuring fit out materials, subcontracting major work type, delivering on time.

ACADEMIC DETAILS

Year	Course	University	GPA
2012-16	Bachelor of Technology – Civil Engineering	Amity University Noida	6.7
2010	Senior Secondary Certificate (ISC)	St. Xavier's School Ranchi	61%
2008	Secondary School Certificate (ICSE)	St. Xavier's School Ranchi	76%

ACHIEVEMENTS AND LEARNING

- Recognized for successful migration of Procurement process through **end to end implementation** from GSS to GP.
- Achieved Performer of the Month in MetLife Dec'17.
- Pursing **Oracle Procurement Implementation 2020 Certification**.
- Undergone a 4 weeks training for **HVAC** from **TEC Hyderabad**.
- Successfully completed Supply Chain Analysis(2018) & Undergoing training for Supply Chain Fundamentals from **MITx on EDX(2020)**

HOBBIES: Standup comedy, Travel vloging, Cooking.

DECLARATION

I, hereby declare that the above furnished information is authentic to the best of my knowledge.

Reyaan Zaman