

**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 planned 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 vlogging, Cooking.

## DECLARATION

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

**Reyaan Zaman**