

VISHNU PS

PROCUREMENT ANALYST

OBJECTIVE

Experienced procurement professional Skilled in streamlining procurement processes, vendor management, and optimizing supply chain efficiency. Strong problem-solving and analytical skills to drive cost savings and improve operations.

WORK EXPERIENCE


Accenture India (P) Ltd, Bangalore


• PROCUREMENT ANALYST


JUN'2023 - PRESENT

- Successfully delivered three end-to-end SAP procurement implementation projects for clients including **Suncore Energy** and **Phillips**, handling full-cycle activities from requirement analysis to post-go-live support.
- Involved in sourcing and price negotiation with vendors
- Participated in the RFX process
- Analyzed and compared multiple quotations received from vendors
- Developed long-term partnerships with suppliers and managed day-to-day supplier interactions
- Monitored pending and undelivered purchase orders
- Validated purchase requisitions and purchase orders as per company standards
- Blocked incorrect purchase requisitions and notified requestors for necessary corrections
- Created purchase orders manually from approved requisitions
- Communicated and followed up with suppliers via email or phone regarding materials
- Ensured suppliers acknowledged orders within TAT and met on-time delivery (OTD) targets
- Resolved discrepancies between purchase orders and invoices

CONTACT DETAILS

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 RAYARA NILAYA, 5TH MAIN,
Bhuvanewari nagara,
BSK 3rd Stage, Blore - 85

• EDUCATION

BACHELOR OF ENGINEERING IN CIVIL ENGINEERING

EAST WEST COLLEGE OF
ENGINEERING, BANGALURU

PERSONAL DETAILS

NATIONLITY: INDIAN

DOB: 04 OCT 1996

GENDER : Male

MARITAL STATUS: MARRIED

LANGUAGE KNOWN

- ENGLISH
- HINDI
- KANNADA

QS Technology

PROCUREMENT BUYER

OCT 2020 – MAY
2023

- Validated purchase requisitions as per company guidelines
- Returned incorrect PRs and informed requestors for corrections
- Maintained daily and weekly trackers for PR to PO activity
- Identified invoice discrepancies by reviewing POs and invoices
- Coordinated with the Accounts Payable (AP) team to resolve invoice issues
- Supported vendor master data activities like creation, updates, blocking, and unblocking
- Assisted in invoice validation using 2-way, 3-way, and 4-way matching
- Helped source new suppliers and maintained relationships with existing vendors
- Contributed to RFX processes and supported basic contract negotiation
- Assisted with purchase order amendments based on vendor/requestor requirements
- Reviewed and compared vendor quotations before issuing purchase orders
- Followed up with vendors for order acknowledgements and delivery timelines
- Prepared basic reports on PR and PO handling for the reporting manager

SKILLS

- Proficient in **SAP S4- HANA** Version.
- Proficient in **SAP MM & Ariba** ERP.
- Experience in procurement life cycle Experience in
- Vendor Master Data and
- Material Master Data.
- Knowledge of the supply chain management.
- Conversant with MS Office Suite.

KNOWLEDGE ABOUT

- Creation of Purchase Order.
- Experience of Sourcing process.
- Experience of RFQ process.
- Experience of Source list & PIR.
- Experience in Purchase Requisition.
- Experience in Material Master Creation.
- Experience in Vendor Master Creation.
- Knowledge of Inventory Management.
- Knowledge of Goods receipt & Invoice receipt.

DECLARATION

- I hereby declare that all the above information is correct to the best of my knowledge.

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