

# AYESHA AFREEN

## PROCUREMENT SPECIALIST

### CONTACT

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- Banglore

### SKILLS

- Strategic Sourcing & Vendor Management
- Contract Negotiation & Management
- Purchase Order Processing
- Supplier Relationship Management
- ERP & Procurement Software (SAP Ariba, SAP S4HANA)
- Compliance & Risk Management
- Process Improvement & Optimization
- Strong Communication & Negotiation Skills
- Supply Chain management
- Supplier Relationship management
- Ability to work under pressure

### LANGUAGES

- English
- Hindi
- Kannada



### PROFILE

Detail-oriented and results-driven Procurement Specialist with 5 years of experience in sourcing, vendor management, contract negotiation, and supply chain optimization. Adept at building relationships with suppliers and stakeholders to ensure smooth and efficient procurement processes. Proven track record of enhancing operational efficiency through effective procurement strategies and systems.



### WORK EXPERIENCE

**Accenture** 2023-2024

General Accounting Ops Associate

- Preparing quotation, creating Purchase requisition and releasing Purchase Order.
- Managed end-to-end procurement processes for raw materials, office supplies, and equipment, resulting in a 10% reduction in overall procurement costs.
- Developed and maintained relationships with over 50 suppliers, ensuring competitive pricing and on-time deliveries.
- Led contract negotiations with key suppliers, securing favorable terms and a 15% reduction in material costs over the past two years.
- Utilized SAP and Oracle ERP systems to manage purchase orders, track inventory, and monitor supplier performance.
- Conducted market research to identify new suppliers, achieving a 20% improvement in sourcing efficiency.
- Ensured compliance with company policies and industry regulations, mitigating procurement risks.
- Coordinated with internal teams to ensure seamless supply chain operations and timely deliveries.
- Assist Purchasing manager and director of purchasing and project manager in daily operations and monitoring of continuous quality improvement standards.
- Provides complex-level procurement support using subject matter expertise of a few technologies and knowledge of multiple technologies.

## IBM India Private Limited

### Procurement Specialist

2019-2023

- Pro-actively involved in end-to-end process of raising the Purchase Requisition on SAP 750 for Australia region and ensuring on time deliveries to clients.
- Managed to close 600 Purchase Order in 3days as per client's requirement.
- Ensure that contracts are signed by supplier in collaboration with legal department.
- Resolved queries such as Invoices, payment and Purchase orders from internal department to external department.



## EDUCATION

### Bachelors of Commerce

Mahajan First Grade College/ Mysore University

2019

St. Philomena's/ Dakshin Kannda University

2016

### Commerce

## TECHNICAL SKILLS

- ERP Systems: SAP Ariba, SAP S4HANA, Oracle,
- Procurement Software: Coupa, Salesforce, JIRA.
- Microsoft Office Suite: Excel (Advanced), Word, PowerPoint
- Data Analytics & Reporting: Power BI, Tableau (beginner)

## PROFESSIONAL DEVELOPMENT

- Attended the annual [Procurement & Supply Chain Conference]
- Completed [Advanced Procurement & Negotiation Techniques] course