

# RAJITH Y V

## Management Trainee- Sourcing and Procurement Professional



5 Years 1 Month



(+91) 9901255025



rajrajath16@gmail.com



## Profile Summary

With over 5 years of professional experience, including 4 years specializing in Sourcing, procurement and supply chain management within the Mechanical and Aviation industry. Proven ability to thrive in fast-paced environments. Skilled in Source-to-Pay (S2P), SAP/ERP, order management, vendor negotiation, Sourcing and contract management, Manufacturing process, RFQ processes, vendor KPI management, MRO, and IT procurement for both software and hardware. Electrical parts, Adept in negotiations, Cloud based softwares, Risk assessment for software, SOW, cost-saving strategies, cost avoidance, and proficient in Microsoft Excel. Passionate about developing sustainable supply chains. Aiming to leverage expertise in a challenging procurement and supply chain management role.



## Education

B.Tech/B.E., 2019

Visveswaraiah Technological University  
(VTU)

12th, 2015

Diploma, English

10th, 2012

Karnataka, English



## Work Experience

Sep 2022 - Present

Management Trainee- Sourcing and Procurement Professional  
Genpact

1. Managed sourcing and procurement of indirect materials for a US-based aerospace company, providing Source to Pay services to global clients in the Aviation sector.

2. Conducted strategic and tactical sourcing, vendor negotiation, vendor onboarding, RFQ analysis, vendor KPI tracking, cost savings, cost avoidance, spend analysis, and procurement of IT-related services such as SaaS, cloud software, Risk assessment, hardware and software renewals. Also handled PR to PO, spot buys, and blanket PO (framework orders), along with stock checks, material master, and resolving invoice issues.



## Key skills

- S2P
- Global Procurement
- Indirect Procurement
- IT Procurement
- Negotiation
- RFQS
- Sourcing
- Procurement
- Master Data
- Vendor Negotiation
- Quotation
- Purchase Order
- Vendor Master
- Material Master
- Supply Chain Management
- Contract management



## Personal Information

City Bengaluru

Country INDIA



## Hobbies

- Organic Farming



## Languages

- English
- kannada
- hindi
- tamil
- telugu

3. Specialized in diverse categories including IT procurement (software and hardware), MRO perishable tools, shop supplies, tooling, and professional services.

4. Supported the team during new project kick-offs (KT/Transition) and facilitated reviews of SLAs and KPIs with clients on a monthly and quarterly basis. Conducted process trainings, shared best practices within the team, and provided leadership in project management.

5. Led the resolution of customer escalations with effective RCA plans, conducted weekly and monthly audits, drove process improvements and innovations, and meticulously documented processes including SOP, SOW, process flow, Additionally, represented weekly calls through comprehensive weekly decks.

6. Proficiently utilized tools such as SAP, Crib Master, TRF, Outlook, advanced Microsoft Excel, Word, PowerPoint, SharePoint, Maximo, and SpiriSoft.

#### Jul 2021 - Aug 2022

Purchase Engineer

**Sri rajalakshmi commercial kitchen equipment pvt LTD**

1. Handling complete P2P and SAP overview, ERP Structure Releasing purchase orders & monthly schedule to vendors based on the requirement.

2. Release Purchase order to vendor according Purchase requisition& as perMRP (Materialrequirements plan).

3. Follow-up for bills, Maintaining safety stock & recognizing the re-order point based on standard lead time & daily consumption rate.

4.Ensure Vendor Follow-up for in-time Material supply/Track delivery/works completion, follow-up for bills, and track movement of invoices from submission date to payment date.

5. Review customized product designs and pruchasing by involving with supplier to ensure the quality of the product.

#### Aug 2019 - Jun 2021

Management Trainee

**MALLIK ENGINEERING**

1. Releasing purchase orders & monthly schedule to vendors based on the requirement purchase requisitions. 2. Coordination with other horizontal departments like planning, quality and production. 3. Design and Drawing knowledge (GD & T). 4. In process Quality, Supplier Quality and Production planning. 5. Hands on experience inQuality Management System.



## Projects

151 Days

**Composite Material and Extraction Of Bio Fuel From Dairy Waste**