

**AMANDEEP SINGH SAINI**

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## **Education QUALIFICATION**

**Dr. D.Y. Patil** (October 2022-October 2024)

**Master of Business Administration** Majors: Business Analytics & Digital Marketing

**Indira College of Commerce & Science** (July 2014-October 2017)

**Graduation** Majors: Banking & finance & Accounting Management

## **Experience**

**EXOS IT Solutions Private Limited**, Hyderabad TS (10/2023 – Till Date)

Analyst – Global Supply Operations @ **Google**

### **Responsibilities:**

- Managed On-Time Delivery (OTD) for Europe & Non-Europe countries, ensuring timely order fulfilment.
- Collaborated with cross-functional teams, including Global Supply Planning (TPMs), Compliance, Order Management (OM), and Logistics, to optimize material flow and minimize operational disruptions.
- Oversaw User Acceptance Testing (UAT) for various modules related to Order Management systems, such as SAP, to ensure the correct features and functionalities were in place for upcoming releases.
- Planned and coordinated user training programs to prepare teams for system deployments, ensuring a smooth onboarding process.
- Ensured the accuracy and efficiency of inventory transfers between warehouses, sites, and projects.
- Execute and manage auto-replace shipments, optimizing supply chain operations.
- Compliance and Quality Assurance: Overseeing compliance checks, staging, and root cause analysis (RCCA) for damaged materials.
- Provided training to new team members, reviewed and updated Standard Work Instructions (SWIs), and addressed ad-hoc requests from TPMs as needed.
- Create Compliance Rev twice in a month to ensure the GPN'/materials to be shipped are compliance clear and smooth flow of order management.

**Achievements:** Successfully led the SAP GGN Order Management **UAT** within two months, delivering a precise and efficient solution. Recognized by senior **Googlers** for a **35%** improvement in EMEA's regional order management **OTD**, contributing to **streamlined operations** and **customer satisfaction**. Developed and trained a high-performing team of 5+ members from all regions, enabling them to execute tasks proficiently within just **2 months**.

**WNS DENALI**, Pune MH (25 January 2021- 10th Aug 2023)

Sr. Analyst- Contract Entry, Document Signature, Purchase Order Creation @ **Clorox**

**Responsibilities**

- Procurement and Sourcing: Responsible for end-to-end procurement process from purchase requisition to purchase order, including supplier quote validation, PO creation, and contract management & bulk upload.
  - Team Leadership: Managed a team of subordinates with a total strength of 7, providing training and guidance.
  - Stakeholder Management: Coordinated with internal teams (accounts payable) and external stakeholders (suppliers, clients) to ensure smooth operations.
  - Data Analysis and Reporting: Analyzed purchase requisition data, generated reports, and identified cost-saving opportunities.
  - Process Improvement: Developed and implemented process improvements, creating documentation and training materials.
  - Project Management: Successfully managed multiple procurement-related projects.
- Sr. Analyst- Contract Entry, Document Signature, Purchase Order Creation @ BNY Mellon
- Contract Management: Responsible for creating, negotiating, and managing contracts from initiation to completion.
  - Procurement: Generated purchase orders based on approved contracts and facilitated their delivery to vendors.
  - System Utilization: Proficient in using procurement systems (PeopleSoft, SharePoint, DocuSign) for contract & PO management.
  - Data Management: Managed contract and PO data within the systems. & DocuSign.

**Achievements:** Successfully streamlined the **PR-to-PO** process by implementing rigorous contract validation and ensuring timely documentation. Recognized by **Clorox** for a **15%** improvement in PO delivery timeliness. Additionally, enhanced process efficiency through accurate vendor setups and timely contract renewals using precise data types and commodity codes.

**WIPRO TECHNOLOGIES**, Pune MH (17 April 2019- 05 January 2021)

Sr. Officer- Client / Technical support/Accounts payable, Procurement Helpdesk @ **Johnson & Johnson**

- Accounts Payable and Procurement: Responsible for processing purchase orders, check requests, and vendor master data.
- Vendor Management: Maintained vendor information, granted user access to procurement systems, and resolved vendor-related issues.
- Invoice Processing: Handled invoice processing, status updates, and resolving invoice discrepancies.

- **System Proficiency:** Utilized multiple ERP systems (SAP) and procurement tools (Ariba, Omni Suite) for transaction processing.
- **Customer Support:** Provided technical support to internal users for procurement-related issues and resolved system-related problems.
- **Data Management:** Generated and provided reports on case volume and resolution.

**WNS, Pune MH (10 July 2017 -1 April 2019)**

**Sr. Associate- Customer Support, utilities, Collections, accounts Payable@ Centrica**

- **Customer Service:** Interacted with customers to address billing inquiries, disputes, and complaints.
- **Debt Collection:** Collected payments from customers through various methods, including installments.
- **Billing and Metering:** Calculated and generated customer bills based on meter readings, providing detailed explanations.
- **Complaint Handling:** Managed customer complaints and escalated issues to relevant teams.

**Soft Skills:**

- **Leadership:** Demonstrated ability to lead teams, drive process improvements, and achieve significant cost savings.
- **Communication:** Proven success in delivering exceptional customer service and building strong relationships with stakeholders.
- **Problem-solving:** Expertise in end-to-end supply chain management, including problem-solving and addressing operational challenges.
- **Adaptability:** Ability to navigate complex supply chain environments and adapt to changing requirements.
- **Teamwork:** Collaborative approach to working with cross-functional teams.

**Core Skills:**

- **Supply chain management:** Comprehensive knowledge of supply chain processes, including procurement, order fulfillment, inventory management, and contract management.
- **Process improvement:** Proven ability to identify and implement process improvements to enhance efficiency and reduce costs.
- **Data analysis:** Experience in analyzing data to identify trends, make informed decisions, and optimize operations.
- **Project management:** Demonstrated ability to successfully manage projects and deliver results within deadlines.
- **Systems proficiency:** Familiarity with various ERP systems and procurement tools.