

Aayushi Bhardwaj

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A highly proficient, organized, and dependable professional who manages multiple priorities with a positive attitude. Skillful at building relationships, solving problems, and handling key details. Experienced Procurement Professional with hands-on Source to Pay, Contract Management, Strategic Sourcing, Vendor Management, and Negotiations. A conscientious and confident professional with the ability to prioritize and work under pressure and meet deadlines. Proven ability to determine the root cause of issues and recommend viable options.

EXPERIENCE

SOFTWAREONE

Gurugram, Haryana
01,2023-Present.

Senior Procurement Associate

- Wide Experience in Creating Dashboards in Excel
- Managing reseller agreements with the Vendors/Publishers.
- End to End Procurement of software and hardware for business services, direct interaction with customers.
- Price Negotiation, Strategic Sourcing, Market analysis, Risk Assessment, Spend Analysis, Project Supply chain planning, Vendor Management & Development, end-to-end process improvement and monitoring.
- Managed requests from customers, partners, sales reps, and other team members to achieve the SLAs.
- Responsible for negotiations and deal registrations with the Manufacturers and Publishers.
- Extract Reports from Service Now and ERP Navision.
- Coordinate with suppliers for timely delivery & dispatches.

Procurement Associate

01,2022 – 12, 2022.

- Creating and verifying item data to maintain acceptable levels of data quality and integrity. Generate data reports on a periodic basis for management and customers. Address any issues, questions, and problems in an accurate and timely manner.
- Handling Services: Price Request, Reactive Renewal, Proactive Renewal, Item Creation, Vendor Card Management Services
- Performing client address analysis for the key accounts in our company. Interact with customers and other teams to obtain data requirements for new and existing services.

ACHIEVEMENTS

- Got Promoted to Senior Associate within the timeframe of a year.

SKILLS

- Microsoft Navision - Service NOW - Vendor Management - Contract Negotiations - Source To Pay - Procure To Pay - People Skills - MS Excel – Supplier Relationship Management- SupplierNegotiations – Demand Management – Critical Thinking.

EDUCATION

- Chandigarh University
 - (MBA- Master of Business Administration) 08/2020-06/2022
 - DAV College For Girls, Yamuna Nagar
 - (BCom- Bachelor of Commerce) 08/2017-06/2020