

Criteria	Details		
Candidate Name:	First Name	Middle Name	Last Name
	Wasim Sayyed		
Phone No:	7507550500		
Alternate Number (Mandatory)			
Email ID:	<a href="mailto:wasim.sayyed1@gmail.com">wasim.sayyed1@gmail.com</a>		
Current Location:			
Desired Location:			
Native Location:			
Total Experience:	9 Years		
Relevant Experience:			
Current CTC:	4.7		
Expected CTC:	6.1		
Hike in Percentage:	30%		
Offer in Hand	No		
With Which Company			
Company Domain / Size			
Current Offered Salary			
Current Company:	infosys (7th july lwd)		
Currently on Contract / Permanent:			
Parent Company name if Contract:			
Ready to join on our Payroll:			
Notice Period:	immediately		
Buyout:			
Buyout paid by Candidate?			
Informed that buyout not paid by us?			
Accommodation required?			
Informed Accommodation only 1 Week?			
Reason for Job Change:			
Is there any gap in employment:			
Reason for Gap:			
Is there any gap in Education:			
Reason for Gap:			
Relocation:			
Reason for Relocation:			
Kids:			
Kids Studying:			
Will relocate with Kids?			
How studies will be managed for Kids:			
Spouse working?			
Will he/she relocate with candidate?			

## Curriculum Vitae

WASIM SAYYED

✉ wasim.sayyed1@gmail.com 📞 91-7507550500

Profile Summary

- Professional with **9.5 years** of Sourcing & Procurement experience.
- Experienced in researching, reviewing, designing and implementing sourcing tactics. Capable of establishing strong supplier base, manage conformance, execute contract development and negotiation, and most importantly, identify opportunities and implement actions that maximize prosperity.
- Experienced in working on ERP application like SAP-MM, SAP E-Sourcing, Remedy Tool and Hiperos Tool.
- Ability to work independently and in team environment, self-motivated, strong analytical and problem solving skills. Attitude to take on difficulties as new opportunities.
- Six Sigma Yellow Belt and Lean Cadet Certified.

## Work Experience

### **Infosys BPO Ltd., Pune**

January 2012 to July 2017

Process Lead- Global Sourcing and Procurement



#### Roles & Responsibilities:

- Review and Analyze Supplier and Category Spend.
- Establish Credibility with stake holders and understand Business needs & Strategies.
- Developing and executing Short and Long Term Category Strategy plan with stake holders based on Business needs, Internal and Market Analysis.
- Prepare Category Strategy by conducting Spend analysis & Market Research.
- Optimize Supplier Partnership; Strengthen Supplier Base and Reduce tail Spend Suppliers.
- Conducting Negotiation with Suppliers for Price & Commercial Terms.
- Spearheading Contract Drafting and review with Business, Contract Manager & Legal team.
- Ensuring continuous Process improvements and Cycle time reduction for sourcing request received.
- Leading cross-functional teams for timely execution and compliance on Financial Health Assessment of Suppliers, Supplier onboarding, Certificate of Insurance and Global Clearance.
- Preparing business case, leading approvals through Stake holders, Sourcing & Directors.
- Indirect Categories Handled: MRO, Marketing & Professional services, IT products & services. Office supplies, Lab Equipment and Lab Supplies.

### **WNS Global Service Pvt. Ltd., Pune**

August 2009 to December 2011

Senior Customer Service Associate



#### Roles & Responsibilities:

- Supplier Management: Supplier on boarding.
- Contract management: Contract maintenance and support.
- Ensure that the quality of transaction is in compliance with predefined parameters laid down by the SLA metrics & Identify out of scope work and follow appropriate procedures to return it to the client.
- Provide the relevant process reports on a monthly basis.

### **ZenSar Technologies, Pune**

February 2008 to August 2009

Customer Service Executive



#### Roles & Responsibilities:

- Processing/Indexing a predefined quantity of invoices/documents received from the client.
- Resolving queries with the client with regards to the documents processing.
- Follow-up with vendors to ensure timely submission of documents.

### **Education**

2008 - Bachelor of Commerce from Poona College, University of Pune.

### **Trainings**

- Six Sigma Yellow Belt Certified.
- Lean Cadet Certified.
- British Council Language and Communication Course.
- Sourcing & Procurement domain specific trainings.