

# Nalini G

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A dynamic professional with **1 plus decade** of rich experience in spearheading Procurement for continues Supply Chain Management, Strategic Out Sourcing, Projects, Key Customer Handling, Projects on CSR across with key focus on bottom line profitability, achieved saving of 50L pa, working as Deputy Manager - Procurement.

## Area of Expertise

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Strategy Planning & Management, Sourcing and Supplier Management, Materials Management, Order Management, Vendor Development, Project Management, Strong Negotiation, Quality Assurance and Process Improvements

## Professional Synopsis

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- Proficient in managing a wide spectrum of tasks including procurement, vendor development, inventory management, quality control across the supply chain
- Expertise in order processing and materials management. Experienced in handling the capital purchases.
- Significantly engaged in implementing ISO 9001 – 2015 quality standards along with Six Sigma techniques for improving the operational efficiency along with cost savings
- An effective communicator with excellent negotiation, relationship building & interpersonal skills; strong analytical, problem solving & organizational abilities
- Implementing key procurement strategies, contingency plans and ensuring that plans are aligned with operational requirements.
- Developing long-term partnerships with suppliers; managing day- to-day supplier performance to ensure meeting of service, cost, delivery and quality norms.
- Looking after the logistics operations to ensure delivery of the goods/ shipments as per the committed timelines and cost.
- Directing, leading and motivating workforce; imparting on-job training for accomplishing greater operational efficiency.

## Touchstone Foundation, Bangalore

Apr 2023 - Till Date

### Deputy Manager – F & B

- Successfully managing end to end procurement of multiple requisite of food and non-food
- Develop and manage global category strategies including spend analysis, benchmarking cost market analysis and economic trends
- Ensure timely and accurate processing of purchase requests in conformance to defined turn-around times and in a compliance to sourcing policy & processes
- Consistently achieve savings and fulfill annual KPI's in accordance with set regional targets.
- Responsible for managing daily reporting and audit readiness checks
- Ensure conformance to all policies and procedures on screening and onboarding of vendors
- Maintain and manage relationship with existing suppliers while seeking new sources of materials and services
- Ensure the optimization of transportation and logistics
- Extend support to the finance and accounts payable team in the resolution of vendor payment service performance concerns
- Identifying and mitigating potential risks in the procurements process, such as supply chain disruptions or price fluctuations

**Sarvam Essentials**  
**Managing Partner – F & B**

**Nov 2018 - April 2023**

- Complete and create suppliers risk evaluation and onboarding activities
- Review, create and execute purchase orders
- Evaluating supplier performance based on criteria like delivery timelines, product quality and responsive to issues
- Conducting market research to identify new suppliers, technologies and cost-saving opportunities
- Ensuring that all procurement activities adhere to relevant laws, regulations and industry standards

**The Akshaya Patra Foundation**  
**Deputy Manager – Corporate Procurement**

**Jan 2011 - Nov 2018**

- Source and select suppliers, negotiate prices, quality, terms and contracts
- Monitor supplier performance and ensure compliance with company standards
- Monitoring procurement costs and ensuring procurement activities stay within budgetary constraints.
- Building and maintaining strong relationships with suppliers to ensure a reliable supply chain and prompt resolution of any supply related issues
- Stay updated with market trends, new products and suppliers
- Identifying and mitigating potential risks in the procurements process, such as supply chain disruptions or price fluctuations
- Negotiating terms and conditions of contracts with suppliers, including pricing, delivery schedule, payment terms and warranty agreements.
- Promoting sustainable and environmentally friendly procurement practices, such as sourcing from eco-friendly suppliers or considering life-cycle costs
- Collaborate with internal departments and provide timely support.
- Received Best Material Manager Award from IIMM
- Active Participation and support in the execution of regional projects initiatives.

**M/s Trident Infosol Pvt Ltd, Bangalore**  
**Purchase Officer – IT Procurement**

**Jul 2000 - Jun 2010**

- Accountable for entire corporate purchases
- Ensured effective coordination with overseas clients and suppliers
- Responsible for system implementation and planning of material requirement based on the production targets in a fully computerized environment
- Identifying potential suppliers for rolling stock components, spare parts, and maintain services
- Evaluating supplier capabilities, conducting supplier assessments and negotiating contracts to ensure cost effectiveness and reliable sourcing.
- Understand key drivers of spend
- Create, update, prepare ongoing weekly & periodic reporting and payment transactions

**Qualifications**

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**B.Com 2006**

[APS Evening College – Bangalore University](#)

**Personal Details**

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**Date of Birth** : 1st July, 1985

**Present Address.** : No. 3181, 2nd Cross, Water tank road, Girinagar, Bangalore – 560085, India.

**Languages Known:** English, Hindi, Kannada and Telugu