

ANURADHA SINGH

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PROFILE SUMMARY	
<b>Procurement Specialist</b> , with 8 years of experience in Product Planning, Vendor Management and Purchasing.	
<b>Key Skills:</b> SAP, OracleR12, Product Planning, Negotiations, MPO, Purchasing, Supply chain, Sourcing, SIX SIGMA, Auctions, Ariba, One source, Procure to Pay, RFI/RFP/RFQ	
<b>B.com-Major in Economics (8.7 GPA)</b>	<b>Mahavir Jain College -Bangalore (2011-2014)</b>
<b>Diploma in Finance and Marketing</b>	<b>Mahavir Jain College -Bangalore</b>

WORK EXPERIENCE- HONEYWELL INDIA ( 2016 onwards)
<b>Designation – Lead Procurement Specialist- EMEA region (SPS and Aero)</b>
<p><b>Transition-</b> Identified and transitioned an entire process from UK to India and formed a team.</p> <ul style="list-style-type: none"><li>• contract analysis and development process</li><li>• Worked with regional Sourcing managers</li><li>• Managing RPQ's and end to end sourcing</li><li>• Supplier contract negotiations and implementation process</li><li>• Reporting out Purchasing activities</li></ul>
<p><b>Direct Buying</b> - Leveraged and improved the compliance of spend with preferred suppliers across 40 locations.</p> <ul style="list-style-type: none"><li>• Increase spend through the Ariba and drive productivity savings to commodities supported. Supported category leaders on projects and helping on spend analysis.</li><li>• Creating and amending Outline Agreements.</li><li>• Material masters, VM maintenance and setups.</li><li>• Conducted few Auction in Ariba and supported pre-auction and post auction activities.</li><li>• Resolve accounting issues and ensuring suppliers are paid correctly and on time, so as not to interfere with the plant site's supply chain.</li><li>• Reporting Analytics and sourcing from SAP Ariba, One Source.</li><li>• Help with data analysis as per the client requirement.</li><li>• Support on projects (MPO and Payment cycle change)</li><li>• Six Sigma Certified, and Bay Group Negotiator Level 1.</li><li>• Working as buyer for procuring direct material for UK based site.</li><li>• Creating purchase orders, expediting shipments and resolving invoice issues.</li><li>• Negotiate with suppliers to ensure lowest prices with the good payment terms</li></ul>
<p><b>Six Sigma Project-</b> Six Sigma project for greenbelt certification targeting the reduction of cycle time on receiving the Material for the site with the maximum number of expediting issues, achieving &lt;5 % of open PO line item in &gt;30 days ageing bucket.</p>

**MPO Project (Monthly Payment Optimization)**- Worked on MPO project (Monthly Payment Optimization) where 93 suppliers were brought to a pay term of 120 days to 30 days with a working capital saving to be the maximum for Q1 through GPS.

**Driving HOS (Honeywell Operating Standards)** – Leading a team of 7 members and successfully driving HOS through all the three Honeywell sites. Awarded Bronze twice by the VP for Outstanding one of the Honeywell Behaviors “GO BEYOND”. Awarded as the employee of the quarter for Working on Spend reduction with the E-auction team and giving 24 CI’s (Kizan’s) for year 2020.

**Working Capital Saving Project-** Successfully lead this project along with a team of 5 members and managed to negotiate and reduce the price of a particular part which is being used by Honeywell sites Globally. We accumulated a saving of 50000 (approx.) USD and received a global recognition in 2022 Q1.

**Value Stream Mapping -** Initiated a VSM process and resolved a supplier and one of our biggest end customer issues by working closely with our engineering and quality teams where the raw materials were identified and delivered on time postproduction. I was awarded as the BEST EMPLOYEE 2022 Q3, for going beyond my boundaries and making things work.

**PAST EXPERIENCE – (Oracle India)**

**duration: 16<sup>th</sup> June 2014 – 12<sup>th</sup> Aug 2016**

**Key Skills:** Tactical Purchasing, Accounts Payable and Expense Reporting.

- Processed US invoices received from Local finance in imaging queue so that the SLA of the process is met. and Handled America payments for Supplier and Employees.
- Worked on the payment rejections of the trading partners from the bank.
- Reconciliation of the supplier and internal bank statements.
- Reclassification of the invoices received from Fixed Assets team.
- Worked on Cash Management payments that left to be un-paid or not booked in system.
- Tax reconciliation review and payments.
- Created Purchase Order for US by selecting appropriate category.
- Ownership of Manual expense (Service Portal) and US, CA and LAD.
- Expense report processing for America.
- Providing training to team members in process.
- Handled 20222(GL) for all Americas Countries
- Working as back up of TL.
- Handled Travel Advance Project for US Region

