

S PRIYA

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Accomplished Store/ Sourcing & Procurement Professional

Supply Chain Management • Sourcing & Procurement • Contract Management • Relationship Management • Strategic Planning & Execution Process Improvement • Contract Negotiation • Merchandise and Display • Service Delivery Strategy • Delivery Monitoring • Stock & Inventory Management • Warehouse Management • Cost Reduction • Requirements Planning

PROFILE SUMMARY

- **Multi-skilled professional**, brings to table **over 11 years** of chronicled success in Sourcing & Procurement, Supply Chain Management, Cost Estimation, Logistics Management, Warehouse Operations, Cost Control and Team Management.
- Deft at **supervising overall warehouse operations**, reducing cost, improving inventory turns & enhancing operational performance through eliminating obsolescence.
- Comprehensive experience in stocking, inventory maintenance, order fulfilment and customer service.
- Deft at tracking record of identifying redundancies and maximizing resources to streamline procurement operations.
- Adept at procuring one-of-a-kind items in bulk identifying the best carriers for each situation and maximizing potential profits in every deal.
- Proven expertise in **strategic sourcing** through identification of cost effective vendors for procurement with an aim to reduce cost while improving quality & reliability.
- Possess outstanding interpersonal and employee-relations skills.

PERSONALITY TRAITS

- A self-motivated, highly passionate, result oriented energetic & articulate leader with great respect for people, process and innovation
- Have led by example; known for clear thinking, flawless execution and unyielding integrity
- A go getter with a "Can Do" attitude, excellent analytical skills, and a great eye for detail

KEY RESULT AREAS

Sourcing & Procurement:

- Managing sourcing through identification of cost effective vendors/ suppliers for procurement with an aim of reducing cost while improving quality and reliability.
- Planning and managing the overall procurement of spare parts and accessories for maintaining the desired stock levels.
- Establishing inventory level goals for assigned materials.

Warehouse Management:

- Verifying and documenting documents including logistic service provider clearance invoices, stock reports, internal controls and all other warehouse related documents on a daily basis.
- Administering physical condition of the warehouse, planning and implementing new layout design.

Logistics Management:

- Monitoring the distribution, inventory management & reverse logistics across the supply chain to maintain optimum inventory levels of items used in production of high cost product.
- Coordinating with inbound logistics in receiving, unloading, inspecting stock for damage, storing and delivering the end product from the warehouse to retailers and to the customers in timely manner.

Inventory/ Material Management:

- Following desired SOP's with respect to safety and security to ensure stock inventory is at par in the warehouse at all times.
- Assessing daily notice and outbound materials through SCM system, overseeing planning, organization and management of receipt storage and resolving all issues concerning stocked items.
- Conducting regular audits and imparting material safety training to employees.

Vendor Management:

- Liaising with vendors including subcontractors for leasing transport and commercial equipment.
- Administering supplier's performance to ensure meeting of service, cost, delivery and quality norms.
- Ensuring ABC classification of vendors on the basis of criteria like cost, quality and timely delivery.
- Conducting trainings for vendors to educate them about company's requirements & help them in improving performance.

CAREER CONTOUR

Since Jan 2015 with DXC IT Technology Pvt Ltd., Chennai

Oct 2020 – till date as ITSO Delivery Service Coordinator

Mar 2015 – Sep 2020 as Procurement Analyst

Accountabilities

- Working as a Champion for handling managed delivery schedules by communicating with both suppliers and customers.
- Coordinating with customers to accomplish specific needs and deliver individualized services.
- Ensuring maximum satisfaction by resolving issues relating to delays and parts.
- Maintaining thorough records of transactions, deliveries and requests.
- Checking paperwork for completion and following up to obtain additional details.
- Processing stock into inventory management system.
- Tracking order, assigning orders for Team Members and providing the reports to the clients.

Highlights

- Successfully updated routes based on weather and road conditions in real time to decrease delivery times by 23%.

Jan 2011 - Jan 2015 with GE Capital, Chennai as Senior Process Associate

Accountabilities

- Extended support to SBI Card customers on any issues related to the transaction based on their card.
- Provided BT, EMI and PL for customers and carried out prepayment run checks and purchase reconciliations for the prompt payments.
- Extended client support through email and phone along with handling EWS case.

Highlights

- Successfully identified areas to improve quality and end customer satisfaction to achieve 100% CSAT.

ACADEMIC CREDENTIALS

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| 2021 | B.Ed. from Sarah College of Women Education, Erode |
| 2009 | Bachelor of Mathematics from Manomaniam Sundranar University, Tirunelveli |

CERTIFICATIONS

- Kaizen Certified
- SIAM Certified

TECHNICAL SKILLS

MS Office, Ariba (PR process), Sandy Tool, Share Point, Service Now, Mypim, Myprs, Watson, ITAM, and Vison Plus

PERSONAL DOSSIER

Date of Birth: 23rd September 1988
Current Address: No. 89 NE Bemmasani Nagar Perumalpattu Veppampattu Tiruvallur-602024
Permanent Address: No. 3/135 Ex-serviceman Quarters Gudapakkam Chennai - 600124
Languages Known: English, Tamil and Malayalam
Passport Number: V5070209 (Valid till: 20-12-2031)