

# Nancy Nirmala I

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## **Career Objective**

To use my gained knowledge in my career role and to utilize my skills and abilities in Procurement offers my personal growth, a path that provides me opportunities to explore and learn which in turn helps me to excel at my work.

## **Profile Summary**

- Looking for Procurement opportunity. Familiar with leading a department and holding 5 years of experience in Procurement of planning, production, and acquisitions.
  - Excellent leadership and management skills.
  - A candidate who prioritizes strong communication to eliminate the possibility of errors due to miscommunication.
  - Now looking for a new and challenging managerial position that best uses my existing abilities and knowledge to further my career and professional development.
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## **Work Experience**

### **Senior Procurement Specialist**

XIAOMI TECHNOLOGY INDIA PVT LTD.  
Bangalore, Karnataka.

February'2018 to January'2023

- Supervising a team of Procurement Specialists responsible for receiving ROs, completing sourcing events, ensuring contractual compliance, obtaining client approvals, and coordinating to ensure the proper shipment of orders.
- Indirect Procurement Record Management, Comparative with quotations, Cost Maintenance.
- Perform vendor registration via the internal management system Procure to pay.
- Create, complete, and manage the record for unmodified base agreements. Forward any changes to a base agreement to the sourcing buyer for negotiation and execution.
- Work Processes using SAP/SRM/Fresh-works, Power BI tools.
- Handle all Purchase related processes, like raising Purchase requests, Purchase orders, and other documentation.
- Striving to seek Cost Saving (CS)/Cost Avoidance (CA) and report to Supervisor Procurement to meet the PMI targets.
- Skills set - Procurement of Material, Material Management, Expediting, Billing etc.
- Procurement of all kinds of material (IT, Marketing, Aftersales, Logistics, Admin, Legal etc.)
- Achieved cost-effective procurement outcomes by establishing strong relationships with vendors and partners & negotiating well.
- Taking responsibility for higher management level actions such as contract management for different suppliers.
- Oversees Procurement Specialists' day-to-day work, including workload distribution, performance management, and capacity building.

- Responsible for Tender management and administration for high-value and risk projects, running processes, troubleshooting and interfacing with all relevant parties.
- Managing and optimizing supplier performance and reducing the total cost of ownership
- Negotiations planning and execution with suppliers on costs, commercial and contractual terms.
- Manage/track and develop effective metrics and indicators that provide insights into our effectiveness.

### **SEO Executive.**

EUROTECK SOLUTIONS PVT. LTD.  
Pondicherry.

November'2013 to November'2017

- Manages Senior SEO Analysts, Senior Content Analysts, SEO Analysts, SEO Content Analysts and SEO Coordinators; assigns/manages workload.
- Manage multiple clients and proactively use tools to improve campaign performance.
- Create, communicate and execute an effective Search Engine Optimization strategy for BBC Sport & Live that will significantly increase organic search traffic.
- Helps to analyze/execute new and potential products/services, markets, and advertising opportunities.
- Provides insights into SEO impact of onsite performance, offline performance, and interaction with and support of paid marketing.

### **Senior Data Analyst.**

ELITE360  
Pondicherry.

August'09 to February'2012

- Database Development - Building a directory of targeted stores with associated meta-data like business name, location, contact information, description, etc.
- Works with, and reviews the work product of, analytics development resources to develop high-quality, efficient solution components.
- Assist with the development of a measurement and learning plan including establishing a campaign performance benchmarks, goals, and projections.
- Assist in the development of reports, providing content and writing key observations.
- Prioritize analyses, develop tactical approaches, and manage analyst work streams.

### **SEO Analyst.**

SOFTWARE DEVELOPER PVT. LTD.  
Pondicherry.

September'06 to April'2009

- Provide recommendations and execute strategies for content development in coordination with SEO goals – general and keyword specific.
- Assists in the development of scopes of work for the production of search engine marketing (SEM) campaigns, based on the defined strategy for the client.
- Works directly with the SEO manager and another related department to assist in link acquisition for all SEO projects and execution of all link-building tasks.
- Executes against partner marketing plans to deliver results that exceed defined objectives.
- Link Building (Both Reciprocal and One-way).
- Keywords Analyst, Social Media Management, Classifieds Submission, Article Submission, Social Bookmarking, Press Released, Website Analysis, and Competitor Analysis.

## **Education**

<b>Padaleeswarar polytechnic College Cuddalore.</b>	Diploma in Computer Engineering 2002-2005
<b>Madurai Kamaraj University Pondicherry.</b>	Bachelor of Computer Application 2008-2010

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## **Skills/Tools**

- Purchase Management
- Purchasing Processes
- SAP ERP
- Data Analysis
- Vendor Coordination
- Product Sourcing
- Contract Management
- Microsoft Outlook, Excel, Word, XML, HTML, PowerPoint

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## **Personal Vignette**

Gender	-	Female
Marital Status	-	Single
Nationality	-	Indian
Notice Period	-	Immediate