

AKHILA N

CONTACT



1st floor, 2059, 16th D main. HAL 2nd stage, Bangalore

📞 9513068237

@ akhilanarayanan2510@gmail.com

SKILLS

Query resolution

Vendor onboarding

Data Analysis and reporting

Contract Management

Strong communication

ACHIEVEMENTS & AWARDS

Received certificate from GM for contributing \$2 million savings to the supplier recovery teams success of delivering EBIT improvement.

Worked as organising committee member of TEDx, Amity Kochi.

Best student and Best in leadership quality award during MBA.

OBJECTIVE

Experienced procurement analyst with 5 years of experience in analyzing and optimizing procurement processes to drive cost savings and efficiency. Proficient in data analysis, and supplier relationship management. Proven ability to collaborate with cross-functional teams to achieve procurement goals and drive continuous improvement. Strong communication skills with a track record of building strong relationships with stakeholders.

EXPERIENCE

IBM

16-09-2021 - Present

Procurement Analyst

Collaborated with cross-functional teams to ensure procurement requirements are met on time.

Vendor onboarding, Onboarding new vendor using Jaggaer.

Creation of purchase order and followup to get necessary approval of stake holders.

Handled payment/ vendor queries globally.

Effective communication with suppliers and AP team to resolve payments.

Conduent India LLP

24-04-2017 - 06-07-2020

Senior Procurement Associate

Processed purchase requests based on dollar amount, project timelines, pricing, and other SLA'S in order to determine the best bid among potential suppliers.

Creation of Purchase order from approved purchase requisition from client.

Quality analysis of Purchase orders in order to maintain accuracy of contract.

Created process and training documentation for process validation and improvement process.

Looking into prospective savings through analysing and validating parts in contract and finding overpayment

EDUCATION

Amity University

2016

Masters in business Administration

Visvesvaraya Technological University

2014

B. E. Electronics and communications