

Priyanka Chavan

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Career Objective

Looking for an opportunity to utilize my acquired skills and training to help the company and my future peers grow. I want my efforts to make a considerable difference to the company and help in their consequent success.

Key Skills

- Excellent team player with good interpersonal communication skills.
 - Ability to work efficiently in high pressure situations.
 - Good understanding of Procurement principles.
 - Good verbal and written communication, analytical and presentation skills.
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Areas of Expertise

- Reports & Documentation
 - Teambuilding & Training
 - Complaint Handling & Resolution
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Professional Experience

❖ IDBI Capital Market and Securities as Assistant Manager (April 2022- July 2022)

Job Profile –

- Procurement of all IT Hardware and Software including maintenance and repair services.
- Negotiate quotations / contracts to obtain favourable pricing and delivery structures.
- Understanding of pricing structures, market conditions and trends in industry.
- Evaluate internal needs and developed plans for maintaining optimal supply levels.
- Purchase of the new products considering the inventory stock and availability.
- Coordinating with vendor for the timely delivery of the product.
- Invoice record tacking until the payment confirmation is received from vendor.
- Co-ordinated paperwork updated spread-sheets and maintained track records.
- Challenged to ensure timely delivery of equipment and materials as per specifications within the set quality and timely delivery of materials.

❖ Teleperformance Global Services Pvt Ltd as Sr. IT Procurement Executive (Sep 2018 –Mar 2022).

Teleperformance is an outsourcing company with headquarter in France. Company connects the biggest and respected brands with their customer by providing customer care, technical support, customer acquisition and other specialized services to ensure consistently positive customer interactions.

Job Profile –

- Collection of purchase requisitions under Business Case, AMC or day to day request (Hardware & Software).
- Vendor Comparison, Approval Note, Working on BOQ of business cases and getting finance approval on same.
- Co-ordinating with vendor and role account team for new vendor registration. Collection of Quote from registered Vendors and negotiating with them.

- PO Creation in system in SAP and Microsoft Dynamic 365.
- PO sharing with Vendor and material delivery follow ups.
- GRN processing & closing of PO.
- Assist in the process of procure to pay of commodity spend and capital expenditure from opportunity assessment, data gathering, sourcing, negotiation, vendor selection, creation of purchase orders, reporting, performance management to achieve the best value for money.
- Attain year on year savings targets of different initiatives, ensure local adherence to CAPEX/OPEX saving methodology.
- Assisted in strategic sourcing process, bid evaluation, supplier selection and maintain contract repository.
- Weekly & Monthly report on Excel. Maintaining dashboard.
- Working knowledge of Advance excel.
- Working knowledge of ERP systems like SAP.
- Thorough knowledge of Microsoft Dynamic D365 ERP.
- Working knowledge of Power Point presentation.

Primary role – Solely responsible for fully computerized & ERP Procurement. Screening of requisitions prior to processing for procurement. Purchase Order work based on Microsoft D365. New Vendor On boarding in MS D365.

❖ **Gemological Institute of America as Diamond Grader (Jun 2015 – Feb 2016)**

Based in Carlsbad, California, founded in 1931, GIA's mission is to protect all buyers and sellers of gemstones by setting and maintaining the standards used to evaluate gemstone quality.

Job Profile –

- Worked as diamond grader for a tenure of 8 months.
- Learned a specialized & elaborate system for grading diamonds with a world-renowned company.
- Assigned clarity, polish and symmetry grades according to GIA's laboratory procedures.
- Developed strong rapport with team leads and fellow co-workers.

❖ **WNS as Assistant Team Manager (Oct 2008 - Jan 2015)**

WNS is a leading Business Process Management company with headquarters in Mumbai. WNS delivers an entire spectrum of BPM solutions including industry specific offerings, customer interaction service, F & A, HR, procurement and research and analytics to reimagine the digital future of business.

Job Profile –

- Handling Operations and Quality responsibility of the team.
- Liaising with the clients through conference call in case of any updates, process change & disputes.
- Providing the fastest and best solution to the Clients.
- To plan and organize own time to achieve agreed team and individual objectives.
- Captured customers and business information accurately.
- To provide quality service and assistance to clients.
- Conducting monthly feedback and coaching session with the team.
- To meet client SLA.
- To plan production of the team so that the deadlines are met within time.
- Leave management and roster planning.
- To ensure team's quality is met as per the parameters set by the client.
- To ensure no client complaints are received with regards to the product delivered to them.
- Striving to achieve minimum errors as per the ISO standards through rigorous checks.

❖ **Zero Octa as Fare Auditor (Jun 2007- Sep 2008)**

Job Profile –

- Worked as part of a team to deliver the highest level of service.
 - Assisted the Team Leader in grooming the new hired trainees on process.
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Education

- Bachelor's in commerce from University of Mumbai.
 - IATA / UFTAA Foundation Course.
 - Appearing for Diploma in Supply Chain Management
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Personal Profile

- Marital Status: Married
 - Date of Birth: 20th April 1989
 - Languages Known: English, Hindi and Marathi
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