

Targeting challenging leadership assignments in PMO/SCM/Procurement/Vendor Management with a growth-oriented organization of high repute, preferably in Chennai/Bangalore/Mumbai

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CORE COMPETENCIES

- Project Portfolio Management
- Project Delivery/Governance
- Supply Chain Analytics
- Sourcing & Procurement
- Resource/Program Management
- Vendor Capacity Mapping
- Tendering / RFPs / RFQs
- Logistics Management
- Procurement Strategies
- Change Management
- PMO set-up & Development
- Budgeting / Invoicing
- Business Process Improvement
- Cross-functional Coordination
- Risk Management
- Oracle SCM/ SAP Tools

EDUCATION

- **2009: B.Tech. in Polymer Technology** from Anna University, Chennai

SOFT SKILLS

- Analytical
- Creative
- Communicator
- Flexible
- Adaptable
- Proactive

PREVIOUS WORK EXPERIENCE

- **May'11 - Jan'12:** Inautix Technologies Pvt., Chennai as Associate Technical Support
- **Jun'10 - Feb' 11:** Ceequence Technologies Pvt. Ltd., Chennai, as Customer Care Representative

KEERTHANA G.

Senior PMO/Procurement & SCM Professional

PROFILE SUMMARY

- A **result-oriented professional**, with **over 9 years** of experience in **SCM, Procurement Management & PMO**
- Experienced in **planning project management**, including **setting deadlines, prioritizing tasks**, and assigning team members to various deliverables, analyzing **financial data, including project budgets, risks, and resource allocation**
- **Excels in monitoring the development of the project** and ensuring that team members are performing their tasks effectively while upholding the company's standards; drafting new and improved existing project management office policies and processes
- **Proven track record of managing all aspects of assigned projects**, including developing and maintaining project plans, creating and updating process workflow documents, and ensuring on-time delivery within budget constraints while maintaining overall project ownership and addressing problems through risk management and contingency planning
- **Skilled in all aspects of logistics**, including cargo planning, storage, distribution, payment realizations, and customer support, and proficient at negotiating with transporters to ensure cost-effective transport solutions and clearances
- **Resourceful in supply and demand forecasting** for a variety of IT products, EUC, and Non EUC, resulting in improved inventory management and cost optimization
- Successfully **managed supplier selection and Request for Proposal (RFP) process, negotiating contracts that delivered cost-effective agreements** with favorable terms and conditions
- Proven experience in **managing vendor relationships** and ensuring that vendors meet contractual obligations and **deliver high-quality products** or services
- **Skilled in negotiating contracts and agreements with vendors**, including defining pricing, payment terms, and **service level agreements (SLAs)**
- **Proficient in developing and streamlining systems** to enhance operational effectiveness and meet goals within cost, timelines, and quality parameters, contributing to a red zone project being brought to a green zone in just 6 months
- **Possesses exceptional relationship-building skills** with clients, colleagues, and partners, alongside a **proven track record of successful multitasking, efficient time management, and attention to detail** in executing multiple projects
- **Capability to drive an independent workstream** in the context of a larger team project, **comfortable to work in ambiguous, ever-changing situations** and flexible to **work collaboratively in a team** and create an inclusive environment

WORK EXPERIENCE

Since May'22 | Senior PMO | Tech Mahindra Pvt. Ltd. | Pune

Key Result Areas:

- Developing hands-on knowledge of sales stages such as P3, P3.1, as well as CRM ID from customer/sales, LOI from customer/sales, SOW signed by both parties, and PO creation
- Formulating contracts, RLS, Deal Sheet in Prime Tool, obtaining approval from Finance Department, and creating SO/JO
- Assisting in mapping and allocating resources, filling out weekly and monthly timesheets for offshore and onsite RUS posting
- Requesting BR code generation, invoicing, submitting invoices to SPOC (Account SPOC/Sales Head/Client Partner), updating PO balance tracker, and following up with SPOC regarding customer payments
- Monitoring remittance and sending a knock-off request to finance, as well as following up with Finance SPOC
- Supervising a team of 4 members, monitoring & assisting them in their day-to-day activities while developing presentations
- Executing budget formulation on the budgeting tool, allotting a budget, tracking team attendance and finalizing invoices

Achievement:

- Collaborated with Senior Manager to establish a 3 million contract that resulted in a favorable margin for Tech Mahindra & secured a new vendor agreement with AWS to increase consumption and provide a higher margin value

PERSONAL DETAILS

- **Date of Birth:** 2nd September 1988
- **Address:** Chennai-603002
- **Languages Known:** English & Tamil

Jun'21-Jan'22 | Management Trainee | Genpact Pvt. Ltd. | Hyderabad

Key Result Areas:

- Dealt with escalated issues concerning PR to PO, GRN, invoice blocks, and content management
- Tracked metrics in procurement activities, including GRN, delivery confirmation, PO release, and other procurement tasks
- Supervised team attendance, leave approvals, and timesheet management
- Generated reports on the aforementioned activities for senior management
- Conducted quality control on PR to PO and GRN processes and supervised demand planning and forecasting
- Addressed client inquiries regarding the implementation of new processes and process improvements

Achievement:

- Successfully supervised a team of 50 members in the absence of Senior Manager

Jun'19-Feb'21 | Procurement Operations Analyst | Accenture Solutions | India

Key Result Areas:

- Determined the demand for products and services to meet business needs while monitoring stock levels
- Collaborated with suppliers, manufacturers, internal departments, and customers to manage escalations
- Processed supplier payments according to agreed-upon terms
- Rationalized vendors based on performance in quality and delivery, including rate negotiations
- Negotiated with vendors based on demand and took necessary corrective actions; reviewed forecast outputs based on market trends

Achievement:

- Led a team of 5 members while working as a part of the pilot project team; initially categorized under the red zone, successfully transitioned the project to the green zone within a 6-month period through extensive coordination with new vendors to ensure on-time deliveries according to defined SLAs

Mar'16-Aug'18 | Senior Analyst-PMO | HCL Technologies | Chennai

Key Result Areas:

- Acted as the primary liaison for end-to-end procurement of EUC and Non EUC IT products
- Supervised the entire spectrum of operations, including revenue forecasting, invoicing, material sourcing, budget allocation, purchase order creation, and material shipment and tracking
- Collaborated with team members to coordinate equipment delivery & process GRN
- Managed procurement planning and tracked equipment delivery through OSS
- Facilitated communication between team members and OSS to process GRN
- Maintained demand forecasting for clients; negotiated vendor contracts and assisted in signing agreements

Achievement:

- Achieved a significant reduction in the number of pending invoices, decreasing from 1050 to 10-15 within a single month in 2017

Sep'15-Aug'16 | Associate (Chennai Help Desk) | Verizon Data Services

Key Result Areas:

- Troubleshoot technical issues regarding Outlook, browsers, and VPN connectivity reported by internal employees
- Assisted users with navigating and replicating recent password changes
- Produced weekly reports detailing the incident count and ITSD-managed requests
- Administered incident management in accordance with ITIL standards

May'14-May'15 | Senior Analyst-PMO | HCL Technologies | Chennai

Key Result Areas:

- Orchestrated the procurement of IT related products & services from OEM and various sources
- Formulated a Request for Quotation (RFQ) to procure necessary products & services from recommended suppliers
- Evaluated vendors & implemented upgrades, while cultivating new sources of procurement
- Generated purchase orders in ERP, obtained approval from relevant departments & individuals until finalization