



Syeda Mohammadi Sultana

Procurement Specialist

WORK EXPERIENCE

PROCUREMENT SPECIALIST

ELIOR INDIA (08/2016 – 10/2021)

Achievements/Tasks

- Negotiate and Project Manage: lead direct negotiation with vendors or resellers to obtain optimal pricing, terms and conditions, and usage rights in the long term interest of Elior - not only for individual transactions but for long-term price holds as well. Obtain competitive quotes from multiple providers. When appropriate for certain large purchases prepare, issue, and track responses to RFP's and perform vendor due diligence and comparative financial analyses as needed. Follow all Elior procurement procedures including, but not limited to obtaining appropriate legal review of contracts/orders, all required budget approvals, and final contract signature by authorized signatories.
- Manage the existing vendors and develop new ones as needed: hold routine meetings with key suppliers to ensure health of the relationship, and escalate issues as necessary for support, bug fixes, patches, etc., identify ways to improve procurement processes, and lower prices.
- Solely responsible for Procurement Operations of both Food & Non-Food, from Purchase to Pay for our premium clients.
- Generating Purchase Orders/ Vendor Contract processing, Reporting and Data Analysis, and Vendor Payment Processing.
- Build dashboards that provide near-real-time updates. They often include tactical data most relevant to understanding a strategic vendor's performance
- Prepare vendor risk plans annually, or as often as required by policy or regulation. Plans should provide an overview of vendor risks and the relevant actions taken, or necessary, to reduce residual risks and respond to risk events
- Monthly operational performance and contract reviews to report on performance against SLAs and metrics
- Quarterly relationship reviews focus on evaluating the long-term strategic value of the relationship, as opposed to the tactical aspects of the monthly reviews
- Act as the primary contact point center for vendor issues and requests from within the business delivery organizations
- Prepare vendor performance report & publisher monthly basis to Lenders & Client
- Prepare quarterly scorecards to provide a regular update and objective analysis of the most relevant and strategic measures of a vendor relationship. These can include a 360-

degree review, for which the vendor provides a customer assessment and recommended improvement actions, and manage contractual reviews on information security and related controls.

Roles & Responsibilities

❖ Sourcing & Supply Chain Management:

- Follow up with the vendors to receive the right quality material in time.
- Releasing supplier payment schedules based on the management budget approval.
- Identifying the right vendor for Job, negotiating for the best price in the market with job work & outsourcing vendors.
- Ensure the on-time Delivery from the Outside Vendor.
- Order Cancellation based on Fluctuations.
- Procurement of outsourced products based on customer requirements.
- Continuous follow-up with suppliers on time to avoid line stoppage.
- Negotiating with suppliers to minimize cost and lead time.
- Receiving orders from customers and dispatching the products as per their schedule.
- Handling of documentation during dispatches and follow-up with vendors.

❖ Vendor Relationship Management:

- Analyzing vendor capability & vendor capacity measurement.
- Vendor capacity, Vendor developments, Vendor rationalization to develop new vendors to business requirements, and arranging audits by Quality to handhold the vendors to meet the expectations of Elior. Effective deployment of Quality Tools such as CAPA/ FMEA to resolve the problems and ensure seamless quality uninterrupted supplies.
- Negotiating contracts with vendors
- Conduct periodic vendor evaluations to assess performance and identify areas for improvement.
- Monitor vendor performance, resolve issues, and ensure compliance with contractual obligations.
- Managing vendor billing and disbursements
- Collaborate with vendors to negotiate pricing, terms, and conditions to achieve favorable agreements.
- Evaluate products and services to continually drive the quality of customer experience.
- Develop and maintain strong relationships with vendors, Serve as the primary point of contact.

❖ Procurement and Purchase Order Management:

- Execute procurement activities in the SAP MM module, including requisition creation, purchase order processing, and goods receipt.
- Collaborate with cross-functional teams, such as Finance and Operations, to ensure alignment of procurement activities with organizational goals.
- Monitor and track purchase orders to ensure timely delivery and resolve any discrepancies or issues that arise.

❖ **Contract Management:**

- Manage vendor contracts, including contract creation, renewal, and amendments.
- Ensure compliance with contract terms and conditions, pricing agreements, and service-level agreements.
- Collaborate with Legal and Finance departments to review and negotiate contract terms, ensuring legal and financial compliance.

❖ **Vendor Performance Evaluation and Reporting:**

- Establish key performance indicators (KPIs) and metrics to evaluate vendor performance.
- Conduct regular performance assessments of vendors and provide feedback to improve performance.
- Generate reports and dashboards to monitor vendor performance, track savings, and identify opportunities for process improvement.

❖ **Continuous Improvement:**

- Identify process inefficiencies and recommend and implement process improvements to enhance procurement effectiveness and efficiency and stay up to date with industry standards.

PREVIOUS EXPERIENCE

SENIOR PROCESS ASSOCIATE (PROCURE TO PAY)

Accenture Services Pvt Ltd

01/2016 – 05/2016, Achievements/Tasks

- PO Creation : Creation of Purchase Orders from approved requisitions
- PO Amendment : Amendment of PO as per the requests received from onshore and as per the procurement policies
- Validating sources of PO inflow (SAP) periodically
- Managing vendor billing and disbursement.
- Review and approve vendor invoices if billing is appropriate based on the terms of the contract.

Procurement Executive

Megabite Food Services

08/2012 - 01/2016, Achievements/Tasks

- PO Creation – Creation of Purchase Orders from approved requisitions
- PO Amendment: Amendment of PO's as per the requests received from onshore and as per the procurement policies
- Validating sources of PO inflow (SAP) periodically
- Analyzing order trends of the customer and raising flag if any discrepancy

- Checked bills for accuracy against purchase orders.
- Read purchasing files, price lists, and reports.
- Kept abreast of inventory and adjusted as necessary.
- Reviewed orders for accuracy.
- Communicated with suppliers for changes in shipment, including expedited shipping for shortages.
- Answered supplier queries regarding order changes, status, cancellations, and vendor payments.

SKILLS

Strategic sourcing	Procurement	Vendor Management	Contract support
Vendor On-boarding	Team management	Digital Transformation	SAP/ARIBA/GP
Supply Chain	Stakeholder Management	Dispute management	SPOT Buying

EDUCATION

- Post Graduation Diploma - Supply Chain Management & Logistics - 2022
- Graduate (Bachelor of Commerce)-2014

PERSONAL DETAILS

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