



PRIYANKA BALI



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JOB OBJECTIVE

Seeking a challenging position in Business Administration, focusing on **Supply Chain Management** and **FP&A**, with a commitment to leveraging extensive skills and expertise to contribute to the success and growth of the organization preferably in Gurugram

ACHIEVEMENTS

- Received customer accolades for achieving 100% accuracy on deliverables, swiftly overcoming the learning curve, and aiding new team members in their learning journey
- Recipient of Customer Award
- Recognized Achievement
- Honored with Team Flash Award for outstanding productivity and accuracy
- Effectively resolved challenging queries with high aging within the team

EDUCATION

- 2022- 2023: PG Diploma in Supply Chain Management from Manipal Academy of Higher Education**
- 2001-2004: B.Com from Agra University**
- 2000-2001: Senior Secondary Education**
- 1998-1999: Secondary Education**

CORE COMPETENCIES

- Supply Chain Management
- Global Procurement
- Contract Management
- Market Analysis
- Strategic Sourcing
- Stakeholder Management
- Supplier Negotiations
- Team Leadership
- Cross-functional Collaboration
- Cost Savings Initiatives

PROFILE SUMMARY

- Over 17 years** of proven expertise in **Supply Chain Management, Category Management and FP&A**, with a strong track record in **end-to-end Global Procurement, Contract Management, and Market Analysis**
- Worked as a **Procurement Buyer for British Telecom**, Gurugram; maintained **Global Procurement categories** and ensured **compliance** with contracted rate cards
- Possess a wide range of key skills and competencies, including **Strategic Sourcing, Stakeholder Management, and Supplier Negotiations**
- Supervised company Procurement** with a primary focus on reducing costs while improving the overall quality of purchased goods and services
- Streamlined BT's supply chain** on behalf of business partners, enhancing efficiency and drove the "One-BT" agenda
- Spearheaded the entire Procurement department** and implemented organizational development processes to improve interactions among external vendors for any procurement & **Negotiation, Located suppliers, product development and corporate sales**
- Managed assigned major categories** of spend and drove and developed significant sustainable annual cost savings programs and implemented strategies that directly affect company cost management strategies
- Ensuring compliance with procurement policies, regulations, and ethical standards
- Directed cross-functional & cultural teams using interactive & motivational leadership; acknowledged for leading, coaching & mentoring team members to achieve productivity

WORK EXPERIENCE

Procurement Buyer, British Telecom in BT Procurement, Gurugram

May'16-May'21

Supporting Level 1 or 2 category owners in the UK or within the country to uphold and manage Global Procurement categories by:

Key Result Areas:

- Managing the supplier base and regulating expenditures with Approved Suppliers
- Supervising expenditure and challenging or negotiating non-contract/non-rate card spending
- Developing tailored procurement plans for specific products and services to maximize BT's commercial advantage, including selecting appropriate procurement processes
- Ensuring compliance with contracted rate cards through PR due diligence
- Conducting global spend analysis to guide category managers in determining the appropriate global, regional, or local procurement approach across various business lines
- Effectively operating from remote locations while contributing to overall Category goals
- Successfully implementing a new program, QI, in collaboration with our Strada Partners

Category Management:

- Spearheading £40m complex indirect spend: governance, analysis, sourcing strategy
- Conducting global spend analysis to guide category managers in determining the appropriate global, regional, or local procurement approach across various business lines
- Leading category, region, or function teams to determine optimal approaches to markets, commercial models, and supplier relationships for specific products/services
- Aligning with internal partners, driving BT's unified approach
- Analyzed demand and forecasted future needs accurately
- Executing procurement plans: consolidation, LCCS and supplier negotiations
- Managing suppliers and ensured contract compliance as well as benefits

Supplier Management:

- Led supplier onboarding, diligence, and ongoing risk monitoring (e.g., Insolvency, Data Security, Privacy, Modern Slavery, Damages)
- Oversaw supplier performance via quarterly KPI-based scorecards aligned with contracts
- Conducted monthly supplier meetings for spend reports, supply chain matters, innovation, and challenges

CORE COMPETENCIES

- Lean Six Sigma
- IIA Certification- Reinsurance

SOFT SKILLS

- Analytical
- Communications
- Leadership & Mentoring
- Problem Solving
- Planner

IT SKILLS

- Ariba
- Oracle Globality & Fairmarket
- Cirtuo
- Risk Methods
- Suplari
- SAP
- Planview
- Oracle

PERSONAL DETAILS

- **Date of Birth:** 16th December 1983
- **Languages:** English & Hindi
- **Interest:** Reading & Singing
- **Residence:** Gurgaon-122003, Haryana

- Possessing knowledge of key suppliers in the global supply base and understanding the category's associated risks
- Streamlined PR-PO process via RFQs with prequalified or contracted suppliers
- Negotiated and consolidated spending with off-contract suppliers, optimizing the supplier portfolio

Stakeholder Management:

- Conducted weekly stakeholder calls to anticipate business plans, address process gaps, and engage stakeholders proactively
- Collaborated with Risk, Legal, IT and Security teams for essential inputs

Professional Financial for British Telecom in the Accounts Payable department Apr'14 – May'16

Key Result Areas:

- Collaborated with in-country team for payment reporting in various currencies on a monthly basis
- Addressed tax-related gaps by coordinating with a tax adviser
- Conducted weekly cash forecasting for fund requirement assessment
- Reconciled bank statements, rectifying payments from AP sub-ledger and through direct debit
- Coordinated Tax and payroll-related reconciliations with in-country and third-party teams, including BDO Office
- Indexed Accounts Received in the Pool, efficiently distributing tasks within the team
- Managed manual invoice input into the system
- Ensured precise Vendor Account reconciliation and developed effective Vendor Strategies
- Transferred process knowledge from Chennai
- Managed manual & electronic invoice processes with purchase orders; maintained vendor files
- Optimized team structures conducted training for team members and ensured SLA compliance
- Implemented process controls and prepared performance data for feedback sessions for higher management levels
- Managed customer feedback, enhanced client communication and query resolution

PREVIOUS EXPERIENCE

Genpact Apr'06 – Jun'13

Process Developer for FP&A Global Clients – Pfizer in Management Reporting Department Aug'12-May'13

Key Result Areas:

- Managed Trial Balance for European Markets
- Conducted month-end closing & reporting processes; analyzed Ex-Factory data on weekly basis
- Analyzed Product Expenses, executed Purchase Order Accruals & Details for accurate accounting
- Monitored process performance and identified enhancements for customer satisfaction
- Reported Daily Productivity to the team and FLM on a weekly basis
- Handled strategic European Clients and resolved daily queries from shared mailboxes

Process Developer for F&A Global Clients – Staples in Operational Reporting Department (Aug'10 – Jul'12)

Key Result Areas:

- Maintained 4 shared mailboxes, created users in the applications and managed terminations
- Developed Personal Action Forms for resource management and crafted Dashboards
- Led invoice approvals for esteemed partners - Cognizant, Keans, and Infosys
- Approved project rates for partner contracts; engaged with strategic American clients
- Conducted training sessions and audit the processing activities for team members
- Compiled and presented daily team productivity reports to the Frontline Manager weekly

Process Associate for Swiss Re Reinsurance in the Technical Accounting department (Apr'06 – Jul'10) (Qualified as a Process Developer and Process Trainer)

Key Result Areas:

- Managed indexing of Accounts Received and efficiently allocated tasks within the team
- Handled the accurate booking of Premiums & Claims in the Ledger
- Applied precise accounting treatment for cash claims
- Ensured meticulous matching of premiums based on treaty terms
- Performed audits of team members' processing and managed cleanup of Old Ledger Items