


POONAM K SHITOLE

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CARRER OBJECTIVES

A competent and versatile professional with 15 years of professional Supply Chain experience. Expertise in Procure to Pay & Source to Pay end to end activities. I aspire to have a career where I will experience new challenges at every point of work and would convert all my abilities, knowledge, and interest into a meaningful contribution to the company.



SKILLS & EXPERIENCE

Tools: SAP (MM), PeopleSoft, Oracle, Ivalua, Coupa, ServiceNow etc.

Skills: Procure to Pay, Source to Pay, Buying Activities, Indirect Procurement, Goods Receipts, Spend Analysis, Supplier Risk Assessment, Contract Negotiation, RFI, Vendor Sourcing, RFQ, Purchase Order, Expediting, Global Sourcing, Global Procurement, Payments, Supplier Qualification Management, Quality Escalation Handling, Contract Validation, Material Buying, Strategic sourcing, Vendor Development, Category Management, Supply Chain, Supplier Portal, SCM, Goods Ledger, Chart field Management, Team Handling, P2P & S2P end to end activities etc.

Collabera Technologies Private Limited (C2H)	Sep' 22 – Apr'23
Aston Carter Allegis Group Private Limited (C2H)	Oct '21 – Feb'22
Client- CREDIT SUISSE	
Procurement Consultant/CFO	
Smartshore InfoServices Pvt Limited (C2H)	Jan '21 – Sep'21
Client: BNY Mellon	
Sr. Source to Pay Ld Analyst	
Infosys (Permanent)	Oct '10 – June'20
Client - MULTIPLE	
Procurement SME	
WNS Global Services (Permanent)	May'07 – May'10
QuickStart Global (Permanent)	Jun'10 - Sep'10
Client – MYHOMEMOVE	
Sr. Legal Associate	



KEY RESPONSIBILITIES

- ✓ Manage a portfolio of sourcing categories and strategic sourcing projects.
- ✓ Develop or finetune a sourcing strategy for each category as appropriate.
- ✓ Take ownership of end to end P2P & S2P cycle.
- ✓ Worked on different roles with different set of responsibilities for multiple clients, Indirect Procurement, responsible for the development and implementation of strategic initiatives within an assigned portfolio of clients, well versed with RFI/ RFX, processes. Take ownership of assigned tasks
- ✓ and must always adhere to high level of integrity.
- ✓ Track record in strategic indirect procurement and experience in indirect sourcing,
- ✓ Customer service and client facing experience is must.
- ✓ Experience in enterprise procurement function in Indirect/MRO categories
- ✓ Strong sourcing/procurement capabilities with strong expertise across various indirect procurement categories e.g., HME, Safety PPE, IT tools, Motors, Office Supplies, etc.
- ✓ Generate and develop relationships with suppliers, distributors, and negotiate with them to get the best rates/discount structures to maximize margins on client orders.
- ✓ Strong compliance with SOPs & internal technology infrastructure, and partner in continuous improvement to streamline the Ops relentlessly
- ✓ Strong client service skills and a passion to deliver flawless client experience
- ✓ Self-starter, go-getter, passionate about disrupting an industry and building things from scratch.
- ✓ Certified Quality Catalyst



AWARDS & RECOGNITION

- ✓ Received Team Quality Effectiveness awards from Client.
- ✓ Received Individual Extra Miler Award for consistent performance & commitment to the Business (Infosys Ltd).
- ✓ Received Certificate of Outstanding Player in managing Services team seamlessly for APAC Region.
- ✓ Received Spot Award for exemplary performance in upholding the Spirit of Infosys.
- ✓ Received Rising Star for displaying Consistent and exemplary performances.
- ✓ Received I-Star Award for Individual outstanding contribution for project with savings
- ✓ TWO Best Brainwave Idea Award for Project improvement
- ✓ TWO RAVE GOLD BAR award recently received with Credit Suisse from top management for excellent client focus for deep knowledge and understanding of the process shared with team head.



ACADEMIA & COMPUTER PROFICIENCY

Graduation	S.V. Union College	Pune	2006
H.S.C.	S.V. Union College	Pune	2003
S.S.C.	St. Francis De Sales School	Pune	2001

Advanced Diploma in IT

MS-Office; MS-CIT, Tally- 4.5, 5.4, 6.3, 7.2

Web Designing; C & C++; Visual Basic; Oracle & DTP

English Typing 40 W.P.M.