**Monika**

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**Professional Summary**

Dedicated Procurement and Sales Operations Professional with a proven track record in supplier management, negotiation, and quality assurance. Seeking a challenging role to leverage expertise in optimizing procurement processes, ensuring quality and reliability, and fostering positive vendor relationships.

**Skills**

* Souring and Vendor Management - Leadership
* Negotiation - Microsoft Excel
* Contract Management - Adaptability
* Cost Analysis and Management - Problem Solving & Decision-Making
* Legal and Compliance Knowledge - Analytical Thinking
* Microsoft Office - Stakeholder Collaboration
* Project Management
* Computer Skills

**ORGANISATIONAL EXPERIENCE: Hewlett Packard May 2022 – Till Date**

**Business Operation Analyst – (Quess Corp): Procurement and Sales Operations**

Current responsibilities are related to partner and vendor onboarding, and Procurement particularly

in the context of India, Bangladesh, and Sri Lanka. These tasks involve ensuring that the onboarding process for partners and vendors is smooth and efficient.

**Partner and Vendor Onboarding**:

This task involves overseeing the entire onboarding process for partners and vendors, from initiation to completion. It likely includes verifying that all necessary documentation and requirements are met.

**Sourcing Suppliers**:

Identify potential suppliers and vendors who can provide the required products or services. This involves researching and evaluating potential suppliers based on factors such as quality, cost, reliability, and compliance with regulations.

**ORGANISATIONAL EXPERIENCE: Total Energies Feb 2014 – Jan-2022**

**Executive Management**

Experience in various aspects of procurement, vendor management, contract management, and related business activities. responsibilities include:

**Procurement Strategy**: Developing procurement strategies for projects of varying sizes and locations. This likely involves analyzing requirements, sourcing options, and cost-effectiveness.

**Bid Comparison and Vendor Negotiations**: Evaluating bids from vendors and using negotiation skills to secure favorable terms and prices.

**Contract Preparation and Execution**: Collaborating with the internal legal team to prepare and execute contracts, including master vendor agreements, NDAs, and service agreements.

**Purchase Order Fulfillment**: Reviewing requisition requirements and efficiently processing them into purchase orders for the appropriate suppliers.

**Supplier Management**: Managing the setup of new suppliers, assessing their capabilities and constraints, and ensuring compliance with vendor agreements.

**Contract Administration**: Maintaining contract abstractions and overseeing post-execution contract management. Monitoring compliance with contract deliverables and obligations.

**Cost Reduction Initiatives**: Collaborating with various stakeholders, including the Chief Procurement Officer (CPO), vendors, and business units, to drive cost reduction activities and meet commercial targets.

**Inventory Planning**: Coordinating with team members to plan monthly stock requirements and sampling processes with sourcing and vendors.

**Business Planning and Reporting**: Developing short-term and long-term growth plans and regularly communicating with senior management, including departments like Sales, Finance, Legal, and IT. Reporting on key metrics and risk factors.

**Sales Reporting**: Sending daily primary sales reports and monthly closing reports.

**Order Processing**: Handling order processing with accuracy and timeliness, ensuring efficient supply chain operations, Converting the PR into PO after approval in the PR workflow.

**Financial Reporting**: Working on quarterly Internal Rate of Return (IRR) calculations and providing ledger statements to customers upon request.

**Education (Post Graduation)**

Jain College, Bangalore City, Karnataka

**Post Graduate Diploma in Management (Finance and Marketing) - 2011-13**

**Education (Graduation)**

**Bcom,** Bangalore University - **2008 -11**

**Education (10th and 12th)**

**10Th,** CBSE, Bangalore **- 2006**

**12Th,** CBSE, Bangalore **- 2008**

**Personal Details**

Date of Birth: 31.12.1990

Languages known: English and Hindi.

I hereby declare that the above furnished details are true to the best of my knowledge.

Thanking you

Monika Sharma