

Syeda Hina Ashraf

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**Career Objective**: Seeking a challenging position to utilize my skills and abilities in areas of Business Development, which offers a professional growth while being resourceful innovative and flexible. Keen to learn new things and apply them to my work enhancing my professional skills.

**Keywords**: Supply Chain,Order management, Customer service,Procurement, sourcing, Negotiation, SAP MP1 and SAP MP2, Po creation, RFX package,Mentoring, Operation excellence, Quick and easy Kaizan, worked on plants entire procurement as KAM.Order management, Logistics, carrier selection, POD, invoicing, vendor management and onboarding. Vendor screening and selection etc, international as well as domestic exposure. Worked on global projects. Categories and industries- IT hardware, Healthcare, Oil and Gas, Building material, plumbing sanitary, Chemicals , Paints , Lubricants,MEP, HVAC, Industrial machinery &spares, Housekeeping, kitchen appliances , kichen equipment, cleaning chemicals and pantry, office supplier, medical supplier and equipments.

**Work Experience**

**Deputy Manager Sourcing** - Mogli labs India Pvt LTD- 1.8

**Supply chain &Procurement Operations Analyst** Accenture solutions Pvt ltd Supply Chain Advisory -2014 November to 2021- 7 years

**Key Responsibilities**

As a purchasing Manager supports Center of excellence team, negotiation, cost improvement, timely supplies, stakeholder management, procurement and sourcing, supplier hunting & onboarding. Financial terms and lead supplier selection exercises to support business needs,lead negotiation including import / export considerations

understand the customer’s needs and program issues, PO management till delivery and payment.

* Good knowledge of a best practice acquisition Process.Pre & Post Order Procurement Activities - Communication with global suppliers to expedite for:
* Requisition finalization and supply after client approval
* Final Vendor print submission as per latest approved revision
* Co-ordination of site deputation for Field Supervisor
* Urgent material
* : Short fall/ Crash requirement sourcing as per site request.
* : Inquiry, evaluation, negotiation with global suppliers for PO issuance
* Analyze technical specifications to determine the item needed for project
* Devise, implement and oversee procurement strategies to meet cost
* savings targets
* Ensure that purchase comply with commercial, legal and contractual, working with commercial buyers and Project Managers on procurement activities specific to Supplier Performance Recovery.
* Manages Supplier Schedules and Customer Facility Schedules to ensure shipping coverage on short term needs.
* Manages Supplier Schedules for recovery to long term stable state.
* issue purchase orders, generate supplier and category metric reporting,
* contact suppliers directly for adherence to purchase order requirements and timelines,
* solicit proposal and quotes,
* Evaluate and monitor contract performance to ensure compliance with contractual obligations
* Coordinating with suppliers and supplier contacts, line of business and Supply Chain Management stakeholders.
* Work directly with Customer Facility LPA and supply chain teams to prioritize shipments for short term and long-term supplier recovery.
* Implements processes, tools, reports & detailed analysis to support initiatives that enhance organizational capability to execute supplier management optimizes performance, and strengthens supplier relationships.
* Manages end to end projects, meetings and drives action items to optimize output.
* Develops reporting and analytical capabilities for the SCM organization
* Works with data from multiple sources, both internal and external to the organization to create snapshots and actionable analysis
* Creates actionable plans based on analysis and customer requirement..
* Works with stakeholders , suppliers, and other logistics for timely deliveries. Checking & providing them documents for fast pace deliveries..
* Resolves outstanding issues, complies with supplier requests, and responds to internal and external client emails, escalation handling and managing critical deliveries.
* **Maintaining comparison sheet, inflation table, SOX form, RTA form, Synthesis form adhering to the rule and regulations of specific region**. **Creating and sending RFQ,** analysis of quotations, selecting the best quote on basis requirement. **Maintaining data** of **cost savings** and trackers of the procured supplies and **PO created**

**Vendor Management and Supply chain Roles and responsibilities:**

▪ Vendor Management working with APAC Vendor, booking their shipment with Carrier better services in that region on low cost, doing analysis for vendors for selecting Airports and services SL1, SL2 SL3, SL4, SL5, SL6.Checking weight and dimensions of PO and selecting the service level as per cost and urgency and lodging tracer for shipment and PRN check. Doing analysis with vendor data and following up with carrier till delivery of PO and communicating details to vendors and buyers. Special handling for DG shipments as per regulations MSDS, TSCA etc.

▪ Pulling out SAP Reports, Preparing Market communication report on Excel, Handling, Tracking, customs issue resolution aligning with suppliers, buyers and transporters and Monitoring Consignment for both long and short term in coordination with Customer and Carrier team.

▪ Coordinating with Suppliers, guiding them to fill SRF for booking PO’s, booking their shipments, generating AWB# of the shipments, rectifying the booking, prioritize the booking on basis of stock out, low stock and transit time. Decision making on mode of transport.

▪ Coordinating with Market and transport carriers over calls, emails, chats. Monitoring the shipments till the time of delivery to end customer. Coordinate with Warehouse /3PLs/Couriers/Transporters for Invoicing, Dispatch and Tracking to meet TAT for dispatch ▪ Analysis of QVM data on basis of SAP data. Co-ordinate with customer for Customer Order Request/Purchase Order, Sales Invoice, carriers Customer Deliveries etc.

▪ Creating Process health performance dashboard. Creating carrier dashboard. Analysis of perfect order and the misses. Coordination with Finance team for credit holds. Work on customer service KPIs: Order accuracy (perfect order proxy)

▪ Mentoring and training trainees on reports and SAP. Operation excellence documentation and SWI creation. Team management and escalations handling, auditing root cause analysis. Supply chain Order Management

▪ Checking the stock available in SAP and Creating PO, STO, Direct/Drop shipment.

▪ Working with planner for stock replenishment. ▪ Process sales Orders of globally FSE, Hospitals and B2B customers. Coordinate with Planner and buyers for Stock, customer for Customer Order Request/Purchase Order, Sales Invoice, carriers Customer Deliveries etc.

▪ Coordination with Buyers team for real-time solutions on Fulfilment issues, Creating Order and generating delivery. Tracking the incoming PO, and the Parts delivered and communicating the same to our customer. ▪ Working with buyer for expediting the parts PO with vendor and suppliers.

▪ Communicate with Market, Field Engineer, Planners, Buyers via Email or office communicator

**Professional Skills**

Developing and maintaining relationship with Clients.

Making effective use of all available resources.

Smart working with a professional attitude.

Knowledge of lean management Submitted 2 QEK projects one on FCO order and the other on Sea and Ocean shipments.

submitted project on Automation

Supply Chain Management Academy training

Automation Training

Operation Excellence training

Pursuing Six Sig green belt

**Technical Skills**

Working knowledge of SAP.

Good knowledge of MS Office tools.

1year Diploma in Information technology

**End to end procurement and sourcing knowledge**

**Six sigma green belt**

**Data Analytics**

**Educational Qualifications**

MBA (Marketing and IT) 2011-2013 Batch

Goel Institute of technology and management

B.A (English and TTM) 2005-2008 Batch

Intermediate (PCB) 2003-2005 Batch

St. John. Bosco College

(ISC Board)

High school (PCB) 2002-2003 Batch

St. John. Bosco College

(ISC Board)

**Personal Details**

Father’s Name Mr. S.M. Aliuddin

Mother’s Name Mrs. Aasia

Gender Female

Date of Birth 3rd March 1986

Languages Known English, Hindi

Nationality Indian

Hobbies Reading Books and playing Computer **Declaration**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Syeda Hina Ashraf**