

Summary

Supply Chain Management Professional with over 9 years of advancement and experience. Predominantly in Sourcing and P2P operations. Skilled at leading, training, and motivating team members and maintain high precision and efficiency in dynamic and fast-paced work settings.

Professional Summary

Bayer

Jan 2023 – Present

➤ Subject Matter Expert (Order processing |Marketing & Sales | Vendor Master Data)

- Handling Procurement team across multiple regions with 13 FTE's
- Processing and Handling Purchase request End to End by involving GEP, Sourcing Manager, VMD, MDM, Process excellence, Content creation team when required.
- Apart from PR's & PO's – Handling the Post PO activities like Push error, PO output Errors, Price mismatch, PO overbooking, order confirmation.
- Track and record the team's trackers.
- Allocating the task to entire team.
- Providing knowledge transfer to the new team member.
- Helping the team on their daily activities.
- Handling queries.
- Tracking and addressing the escalations.
- Preparing RCA for the escalations received.
- Working on reports (backlog, KPI, country partner call decks, Absence data).
- Working on ad hoc reports.
- Work and record on quality checks.
- provide expertise to fill knowledge gaps on a project.
- Collaborating with team to understand their problems.
- Identify the areas of improvement and discusses with the higher management and get it go-live!
- Track and maintain Process changes and educating the team.
- Identification of gaps and follow-up with the corresponding teams.
- Create and improve tools and reports for monthly planning.

➤ Vendor Mater Data

- Onboard new vendors,
- Managing and updating the vendor records

Prior Experience

Advisory Analyst |Accenture Solutions Private Limited

Jul 2015 – Dec 2022

➤ Sourcing & Supply chain management / Logistics:

- Working on Logistics Management, Logistics Planning, Supply Chain Management, & Material Planning & Management. The primary task is to set-up the event on Ariba.
- Co-ordinating with business for playbook as and when the sourcing project hit the dashboard.
- Building the bridge between the client and the supplier's communication.
- Post the deadline, Collating Supplier questions.
- Finding the duplicates in Supplier's question to reduce the job of the business.
- I am responsible to prepare the contract Inventory research file.
- Add/Delete Supplier details if duplicate or not found.

- Collating & Summarizing Supplier's bid summary, Supplier responses, supporting documents etc.,
- Engaging in preparing side-by-side bid comparison.
- Organize and schedule Sourcing in a timely manner.
- Maximizing profitability and monitoring Savings expenses.
- Apart from above, was responsible in handling various reports and the major ones would be Operational excellence, Governance deck and Project research.

➤ **Procurement operations:**

- Purchase supply of products/materials
- Determine the lowest cost for products/materials.
- Track and record orders.
- Receive orders and document arrivals.
- Analyze market and delivery systems.
- Source and interview vendors; negotiate contracts and costs.
- Prepare requisitions and purchase orders.
- Communicate performances and costs to management.
- Recommend new processes or systems for improvement; implement new ideas and strategies.
- Organize and schedule procurements in a timely manner.
- Operate equipment and follow all safety procedures.
- Comply to scorecard measurement system to track values.
- Communicate with vendors, clients, customers, team members, and managers to align goals.
- Estimate and establish cost parameters and budgets for purchases.
- Review and analyze all vendors/suppliers, supply, and price options.
- Negotiate the best deal for pricing and supply contracts.
- Maintain and update a list of suppliers and their qualifications, delivery times, and potential future development.

➤ **Material Management / Planning (SAP):**

- Collaborate with other managers to determine supply needs.
- Purchase supplies and materials according to specifications.
- Coordinate and supervise receiving and warehousing procedures.
- Oversee distribution of supplies in the organization
- Develop and execute inventory cycle count process to assure high inventory accuracies.
- Supervise, evaluate and coach subordinates.
- Maintain relationships and negotiate with suppliers.
- Keep detailed records on procurement activity, materials quantity, specifications etc.
- Ensure prompt and accurate updating of the computer systems.
- Prepare reports on inventory, material usage and efficiency.
- Resolve labor and material shortages, backlogs and other potential schedule interruptions.
- Create strategic solutions to improve material flow at multiple levels.

➤ **Customer Query Management: (Disputes & resolution)**

- Resolve customer complaints via phone or e-mail.
- Use telephones to reach out to customers and verify information.
- Greet customers warmly and ascertain problem or reason for calling.
- Assist with placement of orders, cancel or upgrade orders.

Skills

➤ **ERP Application : SAP (ERP System)**

➤ **O.S. and Application : Conversant with Windows 10.0, MS Office. Power BI. Citrix Network (SRM, ARIBA, WQM, CICS0, Salesforce, Smartdesk, Celonis, ServiceNow)**

Education

- **Master of Business Administration (MBA) from Pondicherry University | India | Specialization in Finance | May 2017**
- **Bachelor's degree from Bangalore University | India | Finance and Accounting | May 2015**

Extra Curricular Activities

Non – Academics: Took part in the Dance competition at corporate level and Conduct CSR events.

Academics : Organized various Management activities & educational tours.

Personal Details

Husband Name : Dheeraj M P
Date of Birth : 18th April 1994
Address : #11, Clarks pet 'C' Street, Armstrong road cross, Bharathinagar
Bangalore - 560001
Passport : T7944340, Valid thru Nov 2029
Marital Status : Married
Linguistic Abilities : Marathi, English, Kannada, Hindi and Tamil.

Declaration

I consider myself familiar with Software Aspects. I am also confident of my ability to work in a team.
I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Bangalore

Date:

(Kavitha Rao G)