

SHRUTI REDDY TANINGA

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SUMMARY

Results-driven Procurement and Supply Chain Specialist with 5 years of experience in purchasing, procurement, contract management, and supply chain optimization. Adept at preparing solicitation documents, ensuring regulatory compliance, and managing vendor relations to enhance operational efficiency. Strong background in ERP/MRP systems, supplier performance evaluation, and process improvement, leading to cost reductions and increased efficiency. Skilled in conducting market research, negotiating contracts, and providing procurement guidance to cross-functional teams. Seeking to increase expertise in procurement compliance and strategic sourcing to support the Office of County Engineering.

EXPERIENCE

Supply Chain Analyst

IRadimed Corporation (Contract)

July 2023 - Present, Orlando, FL, US

- Assisted in the preparation of solicitation documents, price schedules, and contract negotiations to ensure procurement compliance.
- Conducted in-depth market research on suppliers and industry trends to assess price fluctuations and procurement risks.
- Ensured adherence to federal, state, and local procurement regulations, minimizing legal risks and improving compliance by 20%.
- Evaluated supplier performance metrics, driving improvements in contract fulfillment and on-time delivery rates.
- Managed procurement budgeting, leading to a 15% reduction in costs through strategic sourcing initiatives.
- Developed procurement training materials and assisted departments in procurement processes to enhance organizational efficiency.
- Provided technical assistance to departments, guiding through vendor selection and purchasing decisions.
- Created detailed specifications and pricing matrices to support procurement evaluations and ensure best-value acquisitions.
- Drafted reports on procurement activities, presenting findings to senior leadership for strategic decision-making.

Supply Chain Planner

Minda Industries Ltd

July 2019 - June 2022, India

- Led procurement operations, ensuring compliance with industry regulations and best practices in supplier negotiations.
- Assisted in contract execution, including drafting, reviewing, and negotiating purchase agreements.
- Designed and implemented process improvements that enhanced procurement efficiency by 25% and reduced lead times by 15%.
- Conducted risk assessments to identify potential procurement disruptions, creating contingency plans that minimized supply chain risks by 40%.
- Coordinated procurement activities across departments, improving collaboration and reducing miscommunication by 30%.
- Assisted in developing procurement training programs for internal teams and external suppliers.
- Created detailed pricing matrices and analyzed market trends to optimize purchasing decisions and cost efficiency.
- Managed government procurement projects, ensuring compliance with state and local procurement policies.
- Evaluated complex procurement methods and recommended strategic solicitation approaches.

EDUCATION

Master of Science in Information Technology Management

Webster University • Webster Groves, MO • 2023

Bachelor's of Technology in Computer Science and Engineering

G. Narayanamma Institute of Technology and Science • India • 2020

SKILLS

- Procurement and contract management
 - Solicitation preparation and price schedule development
 - Government procurement regulations and compliance
 - Vendor performance evaluation and negotiations
 - Market research and procurement risk analysis
 - ERP/MRP systems and materials management
 - Budgeting and cost reduction strategies
 - Process improvement and supply chain optimization
 - Procurement training and stakeholder communication
 - Data-driven decision-making and reporting
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