

# Yoganand R

Mobile No.: +91-9900214001

E-Mail: rathnaveluanand5@gmail.com

**~Operations Contract Manager ~ Procurement, Sourcing, Vendor Management, Contract Management ~  
~ In IT and Non-IT Organizations**

## **CAREER OBJECTIVE**

Dependable, resourceful, and detailoriented professional with considerable experience in general accounting and Office Administration, including purchasing and sales support.

## **PROFESSION SYNOPSIS**

- ✓ Having professional experience over **16.5 years in the field of Administration & Operation** broadly Vendor management, Pantry, Procurement Management, Housekeeping, Travel management Procurement, On-Boarding & Exit formalities, Employee Engagement activities, Statutory Compliance, LegalMatters.
- ✓ Well-versed with AMC, SLA's, Contract agreement, Rent agreement, etc.,
- ✓ Well-versed with employee Group insurance like GPA, GMC.
- ✓ Well-versed with Corporate Business Environment.
- ✓ Well-versed with Audits like internal audits, HR audits.
- ✓ Independently handled all gamuts of Admin activities for manpower strength of 200+employees.
- ✓ Worked in Start companies handled in finding the right place to set up an office, and hiring contract workers (securities /Housekeeping/Pantry) etc.,
- ✓ Possess excellent interpersonal, team management, and analytical skills.

## **PROFESSIONAL CERTIFICATES**

- Certified from Great Learning Academy in Operation Management
- Certified from Great Learning Academy in Inventory Management
- Certified from Great Learning Academy in Procurement Management
- Certified from Great Learning Academy in Supply Chain Management
- Certified from Great Learning Academy in Effective Communication

## **KEY SKILLS**

- **Efficient communication and presentation skills**
- **Employee Relationship management**
- **Strong grievance handling and counseling skills**
- **Strong negotiation and convincing skills**

## **PROFESSIONAL EXPERIENCE**

<b><u>Company Name</u></b>	<b><u>Period</u></b>	<b><u>Designation</u></b>
<b>M2 Group Engineering Pvt Ltd.,</b>	Sept-2005 To Dec-2009	Admin Assistant
<b>Mindway Tech Consulting Services Pvt Ltd.,</b>	Jan-2010 To Jun-2015	Office Administrator
<b>Aplopio Technology Pvt Ltd.,</b>	Jun-2015 To Jul-2016	Office Administrator
<b>MD Consultancy</b>	Aug-2016 To May-2017	Office Administrator
<b>Milvik Technology Services India Pvt Ltd.,</b>	May-2017 To Mar-2019	Office Manager
<b>YOUTOSE India Pvt Ltd.,</b>	April-2019 To Aug-2022	Office Manager
<b>Merlyn Mind India Pvt Ltd.,</b>	Sept-2022 To May-2023	Admin Manager-Operations

## CORE COMPETENCY

### **Procurement Management**

- ✓ Planning: Identification of Needs and Specification Development.
- ✓ Supplier Selection: Sourcing, Evaluation and Selection, Contracting: Negotiation and Contract Creation.
- ✓ Ordering: Issue purchase orders to selected suppliers, specifying details of procurement.
- ✓ Receipt & Inspection: Goods Receipt and Quality Inspection.
- ✓ Contract Management: Performance Monitoring and Relationship Management.
- ✓ Risk Management: Identification and Mitigation.
- ✓ Recordkeeping: Maintain thorough records of all procurement related activities.
- ✓ Compliance: Legal & Regulatory Compliance and Ethical considerations.
- ✓ Communication: Stakeholder Communication & Issue Resolution.
- ✓ Continuous Improvement: Performance Evaluation & Feedback Incorporation.
- ✓ Cost Management: Cost Control & Value for Money.

### **Vendor Management**

- ✓ Better control of projects and programs - time, cost, quality
- ✓ Earlier identification of problems and emerging risks, and solve problems quickly
- ✓ Maintaining very good vendor relationships and Identifying opportunities for cost savings
- ✓ Stronger ability to see and implement operational improvements
- ✓ Stronger base when negotiations are required, Less time wasted in getting across what is going on
- ✓ More effective and efficient review of deliverables and/or service levels
- ✓ Identify potential vendors through market research, referrals, or requests for proposals (RFPs).
- ✓ Evaluate vendors based on criteria such as quality, reliability, price, reputation, and compatibility with organizational needs.
- ✓ Negotiate contracts, terms, and service level agreements (SLAs) with selected vendors.
- ✓ Draft and review contracts that outline the terms and conditions of the vendor relationship, including deliverables, timelines, pricing, and payment terms.
- ✓ Ensure contracts comply with legal and regulatory requirements.
- ✓ Monitor contract performance and enforce terms as needed.

### **Logistics and Supply Chain Management:**

- ✓ Oversee the organization's Inventory Levels, ensuring that there are adequate supplies on hand to meet demand.
- ✓ Manage the order processing workflow, from receiving orders to coordinating fulfillment and shipment.
- ✓ Oversee the transportation and distribution of goods, optimizing routes and modes of transportation to minimize costs and maximize efficiency.
- ✓ Involve coordinating with freight carriers, scheduling deliveries, and tracking shipments to ensure timely delivery to customers.
- ✓ Oversee the organization's warehouse operations, optimizing layout and storage systems to maximize space utilization and efficiency.
- ✓ Involve developing contingency plans, diversifying suppliers, and implementing measures to enhance supply chain resilience. Collect and analyze data related to logistics and supply chain operations, identifying trends, opportunities for improvement, and areas of inefficiency.
- ✓ Involve generating regular reports and key performance indicators (KPIs) to track performance and inform decision-making.

### **Office Administration/Personal Management**

- ✓ Structures and organizes administrative work to promote the efficient operation of the office.
- ✓ Prepares and/or updates reports, correspondence, and other documents.
- ✓ Manages correspondence and communicates organizational information to appropriate parties as required.
- ✓ Gathers, organizes, maintains, and archives data, information, and records manually and through computer-based applications systematically (alphabetically, chronologically, by subject, etc.).
- ✓ Manages office/facility repositories and record-keeping systems for storage, tracking, internal control, and retrieval of information and materials.
- ✓ Resolves administrative issues by deducing appropriate avenues of inquiry or sources of information.
- ✓ Purchase and selling of IT materials like Computers, laptops, switches, mobiles phones, EPABX, access control devices, IP cameras, and CCTVs.
- ✓ On-Boarding Activities, providing ID card, Business card, IT requirements.
- ✓ Time office and its activities through biometric (ESSL, GeryTHR & HRMS)
- ✓ Organizing Domestic & International Office Trips with Travel agencies.

- ✓ Family get-to-gather activities, cultural day, sports day & other such events
- ✓ Manage and supervise Security, Housekeeping, and Gardening functions.
- ✓ Exit formalists filling up an exit form and collecting company asserts.

#### **Property Management**

- ✓ Finding right property as per Company requirements
- ✓ Acts as liaison with vendors and service providers.
- ✓ Completes or reviews property documents for accountable user information, property identification information, and accounting data before submission to the legal team.
- ✓ Inventories, operates, maintains, troubleshoots, and resolves minor problems and service requirements for a variety of office equipment.
- ✓ Follows the designated process and enters information into the appropriate system

#### **Travel Management**

- ✓ Advises travelers or preparers on appropriate documentation and lead times required for sponsored travel and outside activities, domestic travel, foreign travel, premium class, non- contract carrier, the foreign flag carrier, actual expense allowance, and leave requests.
- ✓ Coordinates within the program area to maintain an awareness of upcoming travel and ensure adequate lead times to prepare applicable documentation (e.g., notification of foreign travel, sponsored travel).
- ✓ Reviews travel vouchers and authorizations to ensure they can be accomplished within available funds.
- ✓ Reviews and approves travel authorizations and travel vouchers in government travel management systems to ensure that they are by local Travel Regulations and policies.
- ✓ Manages travel cards (distribution, policies) and audit files.
- ✓ Monitors travel submissions and coordinates resolution of travel issues and concerns.
- ✓ Collects and/or organizes data to provide applicable information for periodic data calls.

#### **Employee Engagement**

- ✓ Effectively managing Transportation facilities for employees.
- ✓ Organizing Hospitalization facilities for employees and their families and, Crèche for their children.
- ✓ Organizing tours and excursions for employees, which facilitate team building.
- ✓ Health screenings for common diseases like diabetes, hypertension, or cholesterol.
- ✓ Fitness or wellness challenges to encourage physical activity, Meditation and mindfulness sessions.
- ✓ Offering remote work options or flexible hours to accommodate personal schedules
- ✓ Financial planning seminars to educate employees on budgeting, saving, and investing.
- ✓ Retirement planning workshops to help employees prepare for their future.
- ✓ Appreciation events such as lunches, dinners, or social outings picnics, parties, or game nights.
- ✓ Regular safety training sessions to prevent workplace accidents and injuries.
- ✓ Ergonomic assessments and adjustments for workstations to improve comfort and reduce strain.
- ✓ Safety incentive programs to reward employees for maintaining a safe work environment.
- ✓ Team-building events like retreats, sports tournaments, or volunteer activities.

#### **EDUCATION & PROFESSIONAL QUALIFICATIONS**

- Bachelor of Commerce - Secured 1<sup>st</sup> Class

#### **COMPUTER LITERACY**

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|---------------------------------|--|
| ➤ OPERATING SYSTEMS:            | <b>MS Windows 98/2000/XP/Vista/10/11.</b>            |
| ➤ OFFICE AUTOMATION UTILITIES:  | <b>MS Office 2003, 2007,2013 Internet Explorer 5</b> |
| ➤ ENTERPRISE RESOURCE PLANNING: | <b>GerytHR, HRMS &amp; ESSL</b>                      |
| ➤ SOFTWARE:                     | <b>Auto Cad, Corel Draw &amp; Photoshop</b>          |

#### **PERSONAL DETAILS**

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|--------------------|--|
| • Date of Birth:   | 28/05/1983   |
| • Address:         | # 352/1, 2 <sup>nd</sup> Battery Pension Lane, PKR Nagar, Vannerpet, Viveknagar, Bangalore -560047 |
| • Languages Known: | English, Hindi, Kannada, Telugu and Tamil  |
| • Passport No:     | W8227098   |

All the information furnished above is true to the best of my knowledge.

**Yoganand R**