

# AKHILESH RAO A

## Operations Analyst

*"Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization a sharper edge within the industry. Aspire for a challenging position to contribute to the company's growth, in turn ensuring personal growth"*

### Synopsis

Versatile and dedicated professional offering **6.3** years of experience in **Operations Management & Cost Analysis**, with special preference to quotation activity

- 3+ years experience in leadership/management and also recognized as a trainer to assist the existing employees and also for the new joiners.
- Expertise in driving various businesses to success by pursuing business alignment and strategically maximizing cost saving, finance controls and process management initiatives
- Keeps abreast with changes in market trends, financial ups and downs; astute and commercially aware to constantly improve the existing service levels
- Ability to analyze financial information and conduct market research to implement new plans and strategies to achieve company's targets
- Analyze financial information to produce forecasts of business, industry and economic conditions for use in making decisions
- Solid professional standards; excellent track record of dependability; maintain focus on achieving results while formulating and implementing solutions to meet diversity of needs
- Excellent time management skills with proven ability to work accurately and quickly prioritize, co-ordinate and consolidate tasks, whilst simultaneously managing diverse range of functions from multiple sources
- Highly articulate, demonstrating excellent relationship building, communication, analytical and interpersonal skills across all levels including management, employees and external agencies

### EMPLOYMENT CHRONICLE

**Operations Analyst (Purchasing), FireEye, Bangalore (From Nov'15)**

#### Key Deliverables:

- Purchasing Capital Expenditure CAPEX products [Hardware - IT, Telecom circuit]
- Procuring Operational Expenditure OPEX products [Software-new/renewal, Consultant services-employees/Outside, Transportation, Education]
- Daily meeting with the each business owners (across the globe) to understand the requirement
- Budget preparation for the year along with business owners and get it approved from Vice-President of the department



### PERSONAL DETAILS

#520, 11<sup>th</sup> Main, Voddarpalya, BSK 5<sup>th</sup> stage, Uttarahalli-kengeri road, Bangalore - 560 061, Karnataka, India

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### CORE STRENGTHS

- E-commerce
- IT Procurement
- SAP MM
- Order to Cash (O2C)
- Sourcing & Procurement
- Vendor Management
- SAP Enterprise Portal
- SAP R/3
- RFx (RFQ, RFI, RFP)
- CAPEX and OPEX purchases
- Order Management
- EDI
- Supply Chain Management
- Logistics Management
- Change Order
- Order Fulfillment
- Procure to pay (P2P)
- Oracle iProc
- PR process flow (Purchase Requisition)

### ACADEMIA

- **MBA & PGDBA - 2008**  
Specialized in Finance & Marketing  
National College,  
**ICFAI University**
- **B Com - 2006**  
Specialized in Taxation & Law  
S D College,

- Assisting on Project code creation and tracking the projects, to reassure no over budget for the year
- Tracking and documenting each and every purchases of the department
- Coordinating with Vendor/Supplier and accounts payable team to clear the outstanding payments if any
- Assuring the receipt of Goods and Services for each month (Monthly activity)
- Working with renewals of OPEX in Quarterly basis. (Quarter end activity)
- Creation of Purchase Requisition (PR) and the process flow
- Building the supplier relationship for the smooth functioning of the smart delivery
- Business Controls - Constantly educate clients on procurement process & bypass
- Business Operations - Improve delivery schedule
- MIS - Capturing spend profile, strategy for top spend suppliers, leverage across accounts, Business Ops.
- Control spend and build a culture of long-term saving on procurement costs
- Vendor performance evaluation and management

Associate, TE Connectivity, Bangalore

(From May'12).

#### Key Deliverables:

- Responsible for raising internal & external POs and web requisitions for requirements specified through SAP Enterprise Portal
- Instrumental in providing information on and updating GR (Goods Received) and SR (Service Receipts) through SAP R3
- Accountable for procuring IT equipment based on requirements received and negotiating with carriers / vendors for competitive quotes which are over \$ 100K
- Work collaboratively and proactively with all carriers / vendors in enhancing operational improvement and bringing change in practices for better communication, efficiency, costs and attain better service
- Maintain cordial relations with customers strengthening benevolence in the market to increase business profits and maintain business continuity
- Accountable for preparing accruals on pending orders on a monthly basis depicting the status of equipment procured for the month
- Execute customer centric operations ensuring customer satisfaction by achieving delivery and service quality norms
- Also handling Logistics whenever required on delivery of the product as an additional responsibility
- Focal Point of Contact for all negotiations on large orders
- Key point of contact for RFQ (Request For Quote) & also work on e-commerce in APAC region
- Creation of Sales Orders (SO), Material, Invoice (Billing process)
- Handling all the RFX activity, EDI order
- Handle medium/large accounts, including MOQ (Minimum Order Quantity) and PPQ (Package Size Quantity and Lead time (LT) requirement
- Recognized as a trainer in APAC region.
- Deal with Unconfirmed orders and Scheduling Agreement (Forecast)

#### NOTEWORTHY CREDITS:

- Tactically re-negotiated requests on contract / quote renewal by contacting and co-ordinating with particular vendor as an additional responsibility
- Efficiently handled mini projects and new initiatives including managing vendors whenever required
- Received “Paramount Performer” award for outstanding performance in 2010
- Appreciated and rewarded by the client for 100% quality and SLA in Quarter 1
- “Extra Miler Award” in recognition of going “above and beyond” in executing assigned responsibilities and taking on workload outside the normal duties for the benefit of the company
- “Meritorious Award” for exceptional performance in the terms of productivity, quality and other metrics through high-quality performance

#### EXTRAMURAL ACTIVITIES

- Received ‘Best Cadet’ gold medal for best performance in Assault training in Army Attachment Camp
- Actively participated in Management Fest conducted under DC School of Management & Technology - an all India basis and other state level Fest

#### LINGUISTIC PROFICIENCY

English

Hindi

Tulu

Kannada

Malayalam

Tamil

- When there is any product defects/excessive supply, will do RMA (Returns of Material)
- Sample Order is shipped globally at the initial stage, as per the request
- Reconditioning the suppliers by Debit and Credit note.
- Streamline the consignment process (KE and KB) in SAP
- Reducing the gap on Current Requested Date from customer and Current Confirmed Date on material availability through Available to Promise (ATP)

Process Executive, Infosys, Bangalore

(From Feb'10)

#### Key Deliverables:

- Worked in the Orange Business Services (OBS) - sub-process, designated as **Sourcing Analyst**
- Provided competitive quotes for requirements specified by global teams spread across 16 countries in Asia Pacific region (Australia, Mexico, Philippines, USA and Indonesia) ensuring adherence to SLAs
- Dealing with Carriers like Telstra, Optus, PT telecom, AT& T, British Telecom, etc.
- In ordering stage I optimize the quote, which is provided in initial stage. It is very much required as it is directly linked with the company revenue
- In order stage conferencing with particular vendor and Sourcing Head for the negotiations of quote for the requirements
- Managed vendors & internal stakeholders for discounts allotted to OBS
- Conducted primary & secondary research for companies and analyzed competitors' quotes / services for various requirements
- Received negotiated quotes from vendors / carriers based on requirements on Metro Ethernet, Leased Line, IPL, DPL and 2G
- Prepared carrier evaluation files to identify potential savings on a monthly basis
- Also raise the Sales Order on machineries as from the vendor side.

#### PERSONAL MINUTIAE

Date of Birth: 03<sup>rd</sup> May, 1986

Preferred Location: Anywhere in India and Abroad

References: Furnished upon request

#### DECLARATION

I here by declare that all the information provided above is true to the best of my knowledge.

Date:

Place:

Signature:

#### INTERESTS:

- Trekking
- Biking
- Football
- Playing Violin
- Listening to Music
- Aqua-culturing

#### COMPUTER SKILLS

Power point : ★★★★★

Excel : ★★★★★

Word : ★★★★★

#### PERSONALITY STRENGTHS

- Leadership
- Observing & Listening.
- Influencing, Team playing, and delegating abilities
- Critical thinking, decision making skills.
- Planning and organizing
- Communication skills.
- Negotiating skills
- Cultural Adaptability