##### Soumik Chakraborty

##### House # 2-17-20/3, Plot# 33,

##### Opposite Sai baba Temple,

##### Hyderabad Pin 500039

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**DOB**: 20th Feb 1982

**Professional Overview**

# Purchase and Supply Management Professional with over 8 years of thorough experience in strategic sourcing, vendor management, transition management, contract management, indirect purchase and e-auction for fortune 500 companies and other source to pay operations.Hands on experience in working on web based Reverse Auction platforms like ARIBA, Oracle and IASTA. Worked for Insurance, automotive & conglomerate clients.

**Key Skills**

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* Strategic Sourcing
* e-Reverse Auction
* Import Export (freight forwarding) Operations
* Spend Analysis
* Contract Management
* Vendor Management
* Stakeholder Management
* Procure 2 Pay

**Worked on ARIBA, IASTA and Oracle for Auction, RFx**.

**Professional Experience**

**Management Trainee – Genpact Hyderabad, India- Since 2006 till date**

Managing end to end of Strategic Sourcing and procurement, professional services with a spend of around $3MM. Worked in collaboration with stakeholders of different departments and fulfil their requirements.

Handling the various category dealings for external clients. Providing strategic inputs for clients to source products and services, as well as help them to create negotiation strategies for suppliers to reduce cost and generate savings. Responsible for ensuring compliance of contractual terms of the vendors. Managing seamless execution of all pre-agreed SLAs and deliverables.

Process Specialist handling Source to Pay and conducted various sourcing project for a key client of Genpact.

**Project Details:**

**Employee Benefits (Cafeteria Services):**

This major spend of the project includes procuring services for a cafeteria in Shanghai, for one of the automotive client in Genpact. Project dealt in identifying suppliers, floating RFI, RFQs, and then conducting an e-auction and signing up the contract.

This helped to rationalize/optimize the cost of the cafeteria services. Conducted reverse auction for specific commodities. Monitoring the spend and conducting contract base lining for the automotive client. Provided assistance to the procurement team with negotiations, closing contracts with various commodities with the help of applied techniques in strategic purchase of different commodities like IT hardware, temp labor etc.

**Project Spend: - $1,000,000**.

**Project Savings: - 4%**

**Source to Pay: Order Management**

Capable of maintaining a smooth supply chain flow through planned purchase and proper inventory management and end to end logistics of procured equipment from the point of order confirmation to delivery at various sites across the world

1. **Fulfilling customer orders and working on expediting the orders (Tenure 2 years- 2006 to 2008)**: Responsible for fulfilling the customer orders and on time tracking of the orders till its completion. In addition handling employee query management regarding AES (Associate Evaluation System)

* Receipt of shipment data from RDC
* Regionwise Work Allocation
* Tracking & Monitoring of outgoing shipment following up with the logistics suppliers
* Providing necessary and updated information to LDC and the retailors
* Updating the data in TMS tool
* MIS reporting by using MS Excel & MS Access at Operational and Client level
* Generating & maintaining day to day MIS Data and updating the management

**Key skills Acquired:** MS Excel and MS Access

1. **Strategic Sourcing- (Tenure 7 years- 2008 to till Date):** Provided sourcing services (RFP, RFI, and RFQ) to 3rd party clients based on predefined service levels along with leading and executing end to end of sourcing with the below mentioned techniques:
   * Project Initiation and Spend analysis
   * Designing RFX Template and Package and communicate with bidding supplies
   * Consolidate the bid evaluation reports and present to the client for approval
   * Due Diligence
   * Contract activity
   * Award of business
   * Project Completion (Supplier rating and evaluation for long term contracts)
   * Spot Buys for IT Engineering, Office Supplies and Facility Management
   * Reviewing Legal Contracts, Statement of Work,Amendment,Addendum
   * Creating purchase orders, expediting orders, purchase order acknowledgement

**Key skills Acquired:**

1. Developing and Managing RFX. Contracts & reverse auction methodology and concepts that apply to various sourcing scenarios: Lotting, cost drivers, Pricing, Supplier Communications, stakeholder change management along with Data collection, Industry Research, Vendor Research, Vendor Negotiation and Vendor Evaluation Spend Analysis. Identify & analyze the spends. Look for the spend optimization/savings opportunities. Create market intelligence reports to help out the client understand the category better and be able to take well informed decisions on sourcing
2. Researching and evaluation of suppliers through “Supplier Scorecard” for based upon critical success factors for procurement team
3. Collaborate with Client Category Managers on project strategy developed and tailor sourcing execution based on direction provided by them
4. Identify areas of process inefficiencies and suggest improvements to management, including development of RFX templates and job aids to improve efficiency and effectiveness
5. Strong Analytical Concepts
6. **Spend Analytics:**

Associated with providing of Monthly Dashboard updates to the stakeholder of Customer Solutions on process performance and quality along with pulling up of weekly reports from Oracle, for Inventory Planning and visibility reports on spend data analysis for vendor along with the business.

Following activities are covered:

* Extraction of Spend Data from various ERP’s
* Cleansing and Normalization of vendor
* Category classification using UNSPSC V14 Sheet or internal COE developed category classification sheet
* Preparing Visibility reports on spend data for vendor wise, product category wise, geography wise, cost center wise etc. and assist the client in identifying areas to improve efficiencies and drive them towards the most cost efficient model
* Applying multiple taxonomies by Leveraging standards such as UNSPSC, IBM Internal Taxonomy etc., as well as client specific taxonomies to enables elimination of data inconsistencies and appends critical classification attributes

**Key skills Acquired:**

1. End-to-End Spend Analysis: Understanding ERP landscape for data layout structure, Taxonomy designing for removing inconsistencies in data. Preparing Visibility reports on spend data by time based analysis, organizational based analysis, category based analysis, vendor based analysis and compliance analysis, geography wise etc. and assist the client in identifying areas to improve efficiencies and drive them towards the most cost efficient model in line with customer business goals
2. Analytical concepts further developed

**Significant Achievements/Projects:**

* Met SLA’s and process customer needs, recognized by the clients
* Consistently delivered savings of with an average yield of 5% -10% on e-sourcing and sourcing projects
* Successfully led & implemented various strategic initiatives towards cost optimizations viz. rate card formation, spend aggregation, volume rebate etc.
* Identified one of the “Best individual contributor” for business revenue impact in the year 2013 for US & Asia clients
* Awarded a Bronze award for outstanding contribution and excellent customer centricity

# Education

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| --- | --- |
| DEP | Domain Expertise program (certified in Supply chain Management from Genpact) |
| SPSM | Senior Professional In supply chain management |
| B.Com | IGNOU |
| Intermediate (ISC) | N.I.O.S |
| SSC (ICSE) | Kerala Samajam Model School. |

# Additional Information

**Computer Proficiency in MS Office-** MS office, MS excel, MS Access and Power Point.

**Worked on Ariba, IASTA and Oracle for Auction RFx and procure to pay**

**Languages Known:** English, Hindi, and Bengali

I hereby assure that the information furnished above is true to the best of my knowledge and belief

**Date**: 14.02.2015

**Place**: Hyderabad **Soumik Chakraborty**