Srinivasan A

Procurement Analyst

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🌐 **https://smartvasan94.github.io/Sri-portfolio/**

PROFESSIONAL SUMMARY

Dynamic **procurement professional** with extensive experience across diverse industries, managing end-to-end procurement cycles, vendor management, and SAP operations. Proven track record in cross-functional coordination, document handling, and resolving invoice discrepancies through 3-way matching. Known for adaptability, initiative, and commitment to timely and cost-effective procurement solutions.

SKILLS

- ❖ SAP MM
- ❖ Supply chain management
- ❖ Finance and controlling
- ❖ Power BI
- ❖ Advanced Excel
- ❖ Data Analytics

WORK EXPERIENCE

Senior Associate

Capgemini Technology Services India, Chennai | May 2022 – Oct 2022

- ❖ Procurement of direct materials in the packaging industry involves creation of RFQs, service orders, and purchase orders with local and overseas vendors, as well as order confirmation and supplier follow-up for timely delivery.
- ❖ Gained experience in financial processes through invoice analysis and discrepancy resolution in the 3-way match, ensuring accuracy in accounts payable and effective financial reporting.
- ❖ Proficient in handling shipping documentation and Goods-in-Transit (GIT) postings, emphasizing expertise in monitoring and recording inventory movements in ERP systems.

Senior Analyst

Crown Solutions India Ltd., Chennai | Oct 2021 – May 2022

- ❖ Document verification for vendor onboarding (commercial certificates, VAT certificates, bank letters) in SAP ARIBA
- ❖ Created KPI reports to communicate findings to stakeholders. Collaborated with cross-functional teams to identify data requirements and develop data-driven solutions.
- ❖ Experienced in analysing credit memos for supplier refunds or invoice corrections, ensuring accurate adjustments in accounts payable and financial records.
- ❖ Ensured accurate assignment of procurement expenses to primary cost elements, providing transparency in cost reporting and enabling precise tracking of material and service costs.

Analyst

HCL Technologies, Chennai | Sep 2019 – Oct 2020

- ❖ Experienced in end-to-end procurement management and in-depth data analysis, leading to improved inventory accuracy, reduced lead times, accurate financial reports and enhanced supplier performance.
- ❖ Monitored procurement costs and allocated them to relevant cost centres, ensuring alignment with organizational budgets.
- ❖ Generated comprehensive KPI reports that identified areas for improvement, resulting in cost cutting and streamline procurement workflow.
- ❖ Managed purchasing card reconciliation for credit card payments, ensuring accuracy, compliance, and timely expense allocation across financial records.

Accounts Receivable Associate

Omega Healthcare Management, Chennai | Jan 2017 – Jul 2017

- ❖ Processed and tracked payments from insurers, ensuring accurate posting in the accounts receivable ledger and reconciling with outstanding patient balances.
- ❖ Managed claims to guarantee timely payments to providers by effectively handling corrections and maintaining compliance with insurance protocols.
- ❖ Collaborated with insurers to resolve denied or underpaid medical claims, issuing adjustments or credit memos as Necessary, and maintaining accurate AR records for streamlined follow-ups.

EDUCATION

B.E Mechanical Engineering **Grade**: 7.83 GPA
ANNA UNIVERSITY
2012-2016

PROJECTS

Procurement Spend Analysis

Developed a Power BI dashboard on procurement of Boiler manufacturing parts to draw insights on total spend, cost reduction and vendor performance analysis using power query editor and DAX.
Sri-Portfolio

Inventory Performance Analysis

Developed an Inventory dashboard to draw insights on Inventory Value, ABC analysis and Re-ordering stocks. The data operations were executed in Python using Pandas Library, loaded in MYSQL database and visualized in Power BI. Sri-Portfolio