**Tarun Tandon**

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An MBA with over twelve (12) years of progressive experience within procurement management, outsourcing activities and BPO’s. Completed PGDM in international Business with top grades and seeking a career growth in Real estate, hospitality, travel or BPO ventures. Proven ability to lead cross functional teams, negotiate contracts, develop and manage vendors and business, utilize e-sourcing tools and complete cost analysis. Professional area of interest lies in material sourcing, co-ordination activities, market research, training activities, Business process outsourcing and client servicing.

**SUMMARY OF PROFILE**

* Sourcing and purchase of Interior and exterior related products for real estate projects. (Product Line includes: Tiles, CP fittings, furniture, marble, travelators, escalators, pumps, furnishings, electrical components, glass, modular kitchens, ceiling products, façade works etc.)
* Import documentation, studies and custom clearances.
* Experienced in luxury segment goods including watches import and export.
* Comfortable traveling within India and across the globe to source and develop products.
* Complete vendor management and cost analysis.
* Impactful cost cutting in terms of purchase and implementation.
* Experience in training and development of BPO executives including soft skills and product training.

**KEY SKILLS**

* Global Sourcing & Procurement
* Training and development
* Imports
* Supply chain management
* Vendor / contingency Management
* Team lead / Process Management
* Client Servicing
* Market Research

**WORK EXPERIENCE**

# Scoop Band Holdings Pvt. Ltd.

Head – Procurement

September 2016 – Present

(Profile: Streamline the complete purchase activities of the group as a whole. Activities include complete negotiation and renegotiation, product and service comparisons, contract management, work flow management and final approval)

* Heading the day to day procurement activities including product and services.
* Creating channel partners across the supply base to increase efficiency.
* Control and monitor purchase budget.
* Writing up contracts and terms of sales in coordination with the legal team.
* Continuously monitoring, evaluating and improving supplier performance.
* Responsible for timely order placement, supply-demand alignment, material replenishment and supplier performance.
* Resolving disputes and claims with vendors
* Co-ordinate cross functional projects
* Establishment and Routing of all processes through ERP and making it an efficient process.

# Wave Infratech Pvt. Ltd, Noida

Sr. Manager (Sourcing and Product Development)

June 2014 – September 2016

(Projects: Wave city Centre (Housing) in New Delhi & NCR region, Wave City, Ghaziabad (Housing), Metro Walk (Commercial Retail), Noida and Wave Estate, (Mohali))

* Sourcing across the globe related to residential and commercial interiors, exteriors and techno commercial products and services.
* Vendor acceptance, rejection, price negotiation, delivery and credit terms.
* Coordinate all aspects of 2 projects including: concept development, vendor relationships, team communications, contract negotiations, budgets and final analysis.
* Co-ordinate with architects to source and implement designs and material.
* Prepare delivery schedules and set timelines.
* Tender bidding and vendor finalisation understanding the technical and commercial parameters.

# TMT Auto Corporation New Delhi

July 2012 to May 2014 (Automobiles and Ancillaries)

* Controlling the purchase and supply of all procured items & services.
* Negotiating price and terms of products with suppliers.
* Benchmarking performance of the Supply Chain.
* Managing vendor relationships and building effective supply chain partnerships.

# Wave Infratech Pvt. Ltd, Noida

Manager (Sourcing and Product Development)

June 2011 – June 2012

(Projects: Wave city Centre (Housing) in New Delhi & NCR region, Wave City, Ghaziabad (Housing))

* Development of vendors by assessing the performance of vendors on various criteria’s like rejections, quality improvement, rate, timely delivery, and credit terms etc.
* Explore the vendors, majorly from Indian, Chinese and European markets for material and goods purchase.
* Visit several trade fairs in India and International to keep on track with Market requirements.
* Selection of material as per BOQ and Basic rates.

**Casa Paradox Pvt. Ltd. (Interior Design)** Manager (Sourcing and Operations) October 2009 to May 2011

* Establishing terms, pricing, quality requirements, delivery, and contracts.
* Controlling the purchase and supply of all procured items.
* Vendor development and management.
* Making recommendations & advising senior management on all purchasing issues.
* Prepare schedules of all the projects and give deadlines.

**Swiss Military Products S.A.** Assistant Manager (Client Servicing) January 2009 to September 2009

* Client Relationship, retention of existing business and making business proposal.
* Market Research based on other competitors for Swiss Military Products.
* Preparing presentations of Swiss Military products and presenting it to clients across the globe.

# Cyber Tec e-Services

September 2005 to November 2007

* Training, guiding and tracking the call centers on the pre-defined norms.
* Turning a cost center to a profit center creating an overall profit of 3 folds the cost in 1 year.
* Quality control and grievance handling.

**EDUCATION / CREDENTIALS**

* Diploma in supply chain Management (1 Year Distant), **Narsee Monjee Institute of Management Studies**, Mumbai –– Undergoing (2016-17)
* Master in Business Administration**, Fortune Institute of International Business**, New Delhi, 2007-09
* Bachelor in Business Administration**, IP University**, New Delhi, 2004
* SSC**,** Central Board of Secondary Education, Delhi, 2001
* High School**, Central** Board of Secondary Education, Delhi, 1999

**NOTEWORTHY MILESTONES**

* Functioning as KEY USER in SAP for Distribution Module.
* Effectively managed a Manpower team size of 70+.
* Managed Cost reduction through sourcing activities by 12 Cr. In one of the residential projects.

**PERSONAL INFORMATION**

Date of birth: 30 December 1983. Marital status: Married.

Language known: English, Hindi, Punjabi, German (Elementary). References: Available on request