Career Objective

To pursue a challenging career and seeking a good position in an Organization which gives me a chance to learn and improve my knowledge and enhance my skills in the field and be a part of team that excel towards growth of the organization and gives me satisfaction thereof.

ORGANIZATIONAL EXPERIENCE

GENPACT, INDIA March 2015 – July 2019

Hyderabad

Role: Procurement Specialist - Vendor Management & Tactical Sourcing Buyer (Indirect, direct & IT commodities)

Designation: Sr. Associate/P.D.

* Procurement Specialist (VM) and Requisition to Purchase order process in **SAP/SRM**, which involves direct Sourcing with suppliers to get the best deals for raw materials (MRO Items/IT commodities- Indirect & direct materials) for Zimmer Biomet Inc, Medical implant manufacturing company based in the USA
* **Detailed Daily Key Activities**:

**Vendor Management:**

* Vendor Management - Onboard new suppliers into the system to start business transactions
* Reassessing critical and significant suppliers as per the updated/set quality norms
* Timely follow-up through calls and E-mails to obtain all the required documents from the supplier
* Interact with the top hierarchy to obtain confidential data
* Set-up the supplier in JDE/SRM/SAP/XA
* Hands on experience on Compliance i.e., obtaining the Confidentiality Agreement and Certificate of Insurance which are to be renewed for every 1 to 5 years. TAT maintained is 90%

**Requisition to Purchase Order:**

* Issuing purchase orders – Engaged with purchasing capital heavy/light equipment
* Follow up with the supplier to get quotations for various requirement & placed orders.
* Resolving invoicing issues for the customer/supplier on a timely basis
* Resolving day to day price and shipping related issues
* Analyzing and approving invoices issued by vendors against the purchase orders
* Interact with end users (Engineers/Scientists/Receiving personnel's/External customers) for any issue on parts/pricing, during the course of any change in their requirements, as per their specifications.
* Presenting daily activity summary to the customers, for all the team members, at the end of the shift

Additional Responsibilities

* Active and Responsible IT catalyst for the Team by Taking care of all IT issues to run the Process smoothly
* As an IT SPOC have successfully assisted in transitioning of floor movement

Training undergone

* Trained, Tested in Lean Tools
* Trained and certified in The Accounts Payable Network
* Proficient in Excel

Achievements:

* Receive several Awards for exemplary performance in the area of my work & expertise within Genpact
* 1 Silver Award
* 2 Bronze Award
* 1 Spot Award
* 1 Individual Excellence Award
* Took an extra initiative as IT Catalyst. Successfully performed the duties.
* Have managed to process a large Volume of invoices & captured discounts amounting to $25000 in 9 months.
* Got selected as a Chief Proctor to conduct Gateway Projects like ICAI & ICSI Exams in NSEIT.

Previous Organizational Exposure:

* 15 months’ Experience in NSE.IT as a Test Administrator from 5th August 2013 to 31st Oct 2014.
* 9 months’ Experience in TBSS as a Customer Service Executive from 2nd July 2012 to 5th April 2013.
* 3 Years’ Experience in Sarna Transport Pvt. Ltd as a Computer Operator from 5th Oct 2008 to 30th Sept 2011.

Educational Qualification

* MBA (Finance – (2011) from Sikkim Manipal Distance Education
* B.com (Computers) - (2008) from Osmania University
* Intermediate (2004) from Board of Intermediate Education
* Secondary School Certificate (2001) from Board of Secondary Education

IT Sills:

* JD Edwards
* SAP/SRM
* Oracle Webenter
* Live Link
* MS Office

Personal Details:

Date of Birth : 06-04-1985

Languages Known : English, Hindi & Telugu

Passport : Available

Declaration:

I hereby declare that all the above information furnished is true to the best of my knowledge.

**M Ameet Singh**