

Tandra Panda

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CAREER OBJECTIVE

Seeking a career to utilize my knowledge and personal skills within a reputed organization so as to take responsibility and contribute significantly.

EXPERIENCE

Four Leaf Clover Consulting for Jumbotail Technologies Pvt Ltd Jul'19 to present

Process

- Develop, hone and execute new improved procurement strategies across all channels of purchasing
- Evaluate and enhance our operations in local spend while researching and prospecting developments in global spend
- Delegate tasks and supervise the work of purchasing and procurement agents across all departments
- Manage every aspect of the supply chain and notify the senior management team of any possible obstacles to ideal efficiency
- Institute policies and procedures for collecting and reporting key metrics that will reduce our overall expenses while increasing productivity
- Perform cost analysis and set appropriate benchmarks before seeking further approvals for procurement
- Coordinate timely deliveries of procured products so that business operations are not impacted
- Checking against CTQs and Creation of new Vendors in Microsoft NAV

Vardaan Realty, Pune Purchase Assistant May 2018 to November 2018

Process

- Prepared purchase orders, solicited quote proposals and suggested course of action for procurement of requisitions for materials and services Monitored industry prices to obtain best available pricing
- Evaluated and improved processes to effectively fulfill purchase orders
- Established relationships with new vendors; maintained and built upon existing vendor relationships
- Ensured vendor invoices are documented and processed in a timely manner
- Resolved order discrepancies and processed returns to vendors
- To assimilate the data and validate the assimilated data for upload in SAP of the purchase items

Padmini Constructions & Consultant Pvt. Ltd, Sambalpur Procurement and Purchase Executive May 2015 to May 2016

Process:

- Prepared purchase orders and sends copies to suppliers and to departments originating requests
- Determined if inventory quantities are sufficient for needs, ordering more materials when necessary
- Responded to customer and supplier inquiries about order status, changes, or cancellations
- Performed buying duties when necessary
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems Reviewed requisition orders in order to verify accuracy, terminology, and specifications
- Prepared, maintained, and reviewed purchasing files, reports and price lists
- Compared prices, specifications, and delivery dates in order to determine the best bid among potential suppliers
- Tracked the status of requisitions, contracts, and orders
- Compared suppliers' bills with bids and purchase orders in order to verify accuracy

- Approved bills for payment
- Calculated the costs of orders, and charge or forward invoices to appropriate accounts
- Located suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered

SUMMER INTERNSHIP

Asmara Apparels Pvt. Ltd ,Chennai

Project Title: Procurement Analysis in Asmara Apparels.

Duration: 2 Months

Process

- To identify country wise highest transport of products
- To arrange the transport pickup of cargo from trader or exporter warehouse, stuffing the container and handing over shipping line by getting customer clearance
- Gather the historical data of transportation cost of containers
- Gather the historical data of turnaround time of shipment
- To identify which area requires any improvement or changes
- Prepare the report of the analysis in order to bring the specific information and visibility to the higher management
- Processes and impacts of SAP in the logistics industry

EDUCATION

Course	College	Year of Passing	Percentage
PGDM in Supply Chain and Operations Management and Finance	International School of Business and Media, Pune, Maharashtra	2018	
B. Tech in Civil Engineering	Institute of Technical Education and Research, Bhubaneswar, Odisha	2015	72.5
CHSE	Gyan Bharati Institute of Science and Technology, Bhubaneswar, Odisha	2011	54.6
ICSE	St Joseph Convent Higher Secondary School, Sambalpur, Odisha	2009	65

ADDITIONAL SKILLS

- Proficiency in MS Office (Excel, Word & PowerPoint)
- Proficiency in AUTOCAD
- Working knowledge of Microsoft NAV

LANGUAGES KNOWN

English , Hindi, Odia