**NEHA**

**NEHA.150303@2freemail.com**

An enthusiastic management professional with hands on experience in *Procurement, Contracts, Customer Service, Finance Operations*. Well versed in ERP systems, MS Office Suite, DBMS/SQL. Around ***four years of experience in UAE*** *based Procurement/contracts*. Overall experience **around nine years**

**EXECUTIVE SUMMARY & ACHIEVEMENTS**

* Instrumental in implementing and testing Oracle i-Procurement Purchasing Module in Meraas Holding.
* Credited for setting up Master Service Agreements / Service Level Agreements for future business with new vendors and creating SAP Contracts for the same in Halliburton Worldwide.
* Proven record during 2015 December for executing admin contracts for next year within three weeks. Tasks includes getting scope of work, floating RFQ, arranging quotes, feedback from service providers, commercial evaluation, finalizing agreement, concern from legal, risk compliance departments and signing of contracts.

**EMPLOYMENT SUMMARY**

* Mar 2015 – till date, **Meraas Holding, Dubai** as *Procurement officer*
* Jan 2014 – Mar 2015, **Al Tayer Group, Dubai**, as *Procurement Executive*
* Nov 2012 – Dec 2013, **Halliburton Worldwide Limited, Dubai** as *Procurement Specialist*.
* Aug 2010 – Nov 2011, **JP Morgan Services India Pvt. Ltd, Mumbai** as *Senior Finance Specialist*, Finance Reference Data team
* Jun 2008 – Jul 2010, **JP Morgan Services India Pvt. Ltd, Mumbai** as *Finance Operation Specialist***,** Corporate Accounts Payable
* May 2006 – Mar 2007, **Intelenet Global Services, Mumbai,** as *Sr. Customer Representative*

**PROCUREMENT SKILLS AND AREA OF EXPERTISE**

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| --- | --- |
| **Skills** | **Sectors Handled** |
| * Negotiations, Analytical Skill
* SLA/KPI, Reward & Penalty Clause
* Contracts drafting
* RFQ, Tendering
* Documentation & Reporting
* LPO, Minor Service Agreement, Contracts, Blanket Purchase Agreement, Rate Contract.
 | * Facilities management (Engineering, Soft services, Specialized services)
* Admin. Contract (stationery, kitchen supplies, printing & stationery, etc.)
* Retail, Marketing, IT, Event management, Leisure & Entertainment
* Fleet management, Furniture & fixtures, Refurbishment works & Turnkey projects
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**IT SKILLS**

* Oracle – Procurement Module.
* JD Edwards Enterprise & Share-point.
* SAP – Procurement, Materials and Accounting Modules.
* Knowledge of SQL Editor and Access Database.
* Hands on experience in Microsoft Word, Excel, PowerPoint and Outlook.

**EDUCATIONAL QUALIFICATION**

* Pursuing Certified Supply Chain Professional from APICS – Completion Mar 2017.
* Certified Human Resource Management Certification from American Institute - Jan 2014.
* Bachelor of Arts from Mumbai University in March 2005. Major in Economics.

**EMPLOYMENT DETAILS**

**Meraas Holding**

**Designation:** **Procurement Officer**

**Period of work:** March 2015 till date

The job responsibilities cover the following areas:

* Handling all non-construction related purchase request in a timely manner for various departments such Retail, IT, Marketing, Administration, Facilities Management, Duvent, Leisure & Entertainment for smooth running of operations.
* Requesting for quotations, comparing prices, negotiating prices, securing favorable terms & conditions and obtaining approval as per the Delegation of Authority with relevant supporting documents to create Purchase Orders.
* Handling various types of framework Contracts such as Transportation, Office Supplies, HSE, Office Furniture, Manpower Services and Marketing including pricing schedule, terms and conditions, warranties and obtaining management approvals as per the Delegation of Authority Matrix.
* Ensure efficient and effective purchasing of all products in the categories of Administration, Facilities Management, Retail, IT by coordinating with Head of Departments to forecast and facilitate the future requirement of the departments.
* Evaluation of vendors and coordinating with Finance for vendor set up and credit terms. Continuous evaluation of suppliers by obtaining end user’s feedback and regular meetings with the suppliers to evaluate performance and improve quality of goods and services.
* Handling end-to-end operational requirements for two retail projects namely Last Exit & Outlet Village.
* Providing assistance to internal and external suppliers on understanding the Oracle Procurement functionality as required.
* Ensure that proper operating standards and policies & procedures are adhered to all the areas of Purchasing.

**Al Tayer Group**

**Designation:** **Procurement Executive-Administration/Facilities Management.**

**Period of work:** January 2014 till March 2015

The job responsibilities covered the following areas:

* To identify and predict the procurement needs of the company by aligning the various departments, categorizing & prioritizing procurement needs with the view to ensure optimal procurement in terms of cost, policy and time.
* Handling end-to-end Procurement Process from preparation to issue request for quotations, procure sample products/brochures from suppliers, perform commercial bid comparisons, negotiate prices & payment terms and preparation of business case for management approval to issue purchase order to the most cost effective and viable supplier.
* Ensure the delivery of goods / services are as per terms and conditions indicated on the PO and liaise with Finance Department for payments as required.
* Maintain and update complete purchasing records & pricing in the Oracle and Share-point.
* Preparation and distribution of quarterly reports and summarize data on savings, supplier performance and surveys to the Head of Departments.

**Halliburton Worldwide Limited**

**Designation:** **Procurement Specialist,** Global Procurement team

**Period of work:** November 2012 till December 2013

The job responsibilities covered the following areas:

* Handling end to end procurement function for Middle East countries which includes:
* Obtaining & analyzing quotations from suppliers per operations requirements, negotiating pricing, T&C’s and selecting the most appropriate supplier.
* Issuing Purchase Orders, troubleshooting warehouse stock issues and final vendor invoice issues with account team and external vendors.
* Inventory Management: Identifying un-used stock and re-deploying it to other locations utilizing this stock thereby reducing inventory levels and improving inventory turnover. Ensuring stock with limited shelf life is being redeployed in a timely manner to reduce losses on stock redundancy. Managing Materials and Vendor Master Data in SAP.
* Processes & Documentation: Maintaining the E-Catalogue Portal that maintains source list, reduces duplication, increases cost savings with standardized negotiated prices and supports audit relating to third party procurement
* Reporting: To top management with missed opportunity reports (re-deployment) and recommending corrective measures. Other reports include monthly Purchase Orders executed, financial invoices not being paid etc.

**JP Morgan Services India Pvt. Ltd.**

**Designation:** **Senior Finance Specialist,** Finance Reference Data team

**Period of work:** August 2010 - November 2011

The job responsibilities covered the following areas:

* Creation and Maintenance of Business Accounts / General Ledger Accounts.
* Reconciliation of the data between the various legacy applications in order to keep the systems in synch with each other.
* Handling Daily activities (such as: Daily Dashboard, Daily Clean up, FX rates, Weekly Reports and COA metrics) and circulation of monthly reports to various levels of management.
* Testing of new systems (UAT Testing) and various overseas reengineering projects. Leading teams in various UAT’s for successful completion and documentation.

**JP Morgan Services India Pvt. Ltd.**

**Designation:** **Finance Operation Specialist,** Corporate Accounts Payable.

**Period of work:** June 2008 till July 2010.

The job responsibilities covered the following areas:

* Handling Supplier Support Mailbox. Responding to vendor queries relating to their outstanding invoices, payment status and miscellaneous issues. Acted as the focal point for escalation for my team and maintaining cordial relationships.
* Initiated a process in which we had to avoid duplicity of payments and this process is continued for the suppliers.
* Setup standard templates and work procedures for frequently faced vendor issues. This ensured standardization of action and improving efficiency.

**Intelenet Global Services**

**Designation: Senior Customer Representative**

**Period of work:** May 2006 till March 2007

* Handling calls related to the Mortgage of the customers

**PERSONAL INFORMATION**

 Date of Birth : 31st December 1983

 Marital Status : Married

 Visa Status : Company Visa

 Languages Known : English, Hindi, Marathi and Gujarati.