Mohammed

Category Management Senior Analyst(Team Lead)

Oil & Gas Engineering Sector

Mohammed.213728@2freemail.com

**Objective:**

Highly motivated & result oriented professional with an analytical mind and having excellent interpersonal skills, is aspiring to take up a career with top notch organization.

Looking for a senior leadership position in the engineering divisions of organizations committed to quality and utmost customer satisfaction.

**Functional Summary:**

* Brings almost 11 years of experience in Sourcing, Procurement and Contract Management from one of the global organizations like Infosys, HSBC and Accenture.
* Highly flexible and adaptable performer.
* Ability to work individually to accomplish assigned goals
* Self-motivated and smart worker who can handle multiple priorities and dead lines concurrently  Ability to learn new technologies and techniques
* Excellent presentation skills
* Good at training and imparting knowledge to other employees
* Passionate about and committed to quality in the deliverable by self & team
* Has taken process improvement initiatives consistently
* Good at decision making and problem solving skills

**Education / Training / Workshops Attended:**

* Degree in Commerce from Bangalore University.
* SSLC (57%) from Karnataka VBPS, Bangalore
* Perusing Certified Professional Supply Chain Management
* Completed Procurement Domain Trainings

**Experience Summary:**

|  |  |
| --- | --- |
| Presently working as a Team Leader for Engineering |   |
| **Services for a Sourcing and Procurement Process at Accenture, Bangalore** |

**Current Responsibilities & Major Areas of Working**

* Software subscription and renewals, include manual and automatic.
* Contract drafting & finalization of scope of services.
* Review of different contracts/Agreements and spend analysis depending on the project.
* Negotiation on T&C in case of supplier pushback.
* Conducting CDD in case if the supplier has not been reviewed through CDD check.
* Uploading of contract documents on “Ariba Workspace”, post completion of the project.
* Updating client on the progress of the project on a weekly basis & to highlight project delays.
* Working on the multiple projects and handling different sub-process with in Contract Management.
* Strategic sourcing which includes supplier screening for RFI & RFQ through Ariba.
* Stakeholder engagement - Understanding the Business requirement.

* Execution of the Contacts & Agreements, and upload to the contracts management tool daily.

**Specialize in the below fields:**

|  |  |  |
| --- | --- | --- |
| Description  | Tools  | Spend  |
| Contract Drafting  | Ariba  | Handle projects up to 1 Million US Dollars.  |
| CDD/AML  |
| Contract Assessment  | Emptoris  |
| Supplier Screening  | Salesforce  |
| Vendor Management  | Ketera  |
| Invoice Processing  | Emptoris  |

 **Experience with Infosys Ltd (20th March, 2007 to March, 2014)**

 Software subscription and asset management.

 Sourcing and Procuring of IT Software, Hardware and Services for various Business Units of British Petroleum (Oil and Gas Company) across various regions.

 To support categories like IT/HR and sub-categories under Indirect Procurement.

 Negotiate on the T's and C's of the Agreements and commercials, execution of Non-Disclosure Agreement, Service Agreements for services, Schedules for Master Agreements for Purchase of Goods and services.

 Understand the project requirement & draft the contract depending on the Spend.

 Update the clients/IPL on the progress of the projects and delays if any.

 Drafting the Statement of Work for specific projects in Software, Hardware and Telecoms services.

 Responsible for Escalation Management and providing RCA for issues seen during day to day operations and involved in training people and Monthly Operational review reports and decks.

 Vendor management (setting up new vendors across UK and USA in P2P systems by coordinating with support team & payment related issues.

 Allocation of work which belongs to different categories to the entire floor.

 Set up calls with the internal stakeholder to have a better understanding of the requirement & interaction with the Indirect Procurement managers to ensure the smooth flow of the Projects to ensure the Contract, Schedule/SOW is signed off by both parties.

 Maintenance of the agreement repository and to make sure the correct agreements are been uploaded with accurate details on Oyster database.

 To publish supplier screening on Ariba tool as a part of E-sourcing activity.

 Negotiate on the T's and C's of the Agreements and commercials, execution of Non-Disclosure Agreement, Service Agreements for services, Schedules for Master Agreements for Purchase of Goods and services.

**Experience with HSBC (19thJune, 2014 to 31 March, 2016)**

 I had opportunity to serve UK clients by taking inbound calls and providing better service in terms of customer satisfaction.

* Extended support to “Retail & Wealth” Management clients through different products & services. 
* Helped clients with various issues like Disputes, Frauds, New offers, Internet banking & Lending.
* Follow escalation matrix in case if the clients are not happy or willing to escalate things further.

 **Company Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Company  |  Process  | Designation  | Role  |
| Infosys Ltd  |  Indirect Procurement- IT& Non-IT IT category  | Process Specialist  |  SME  |
| HSBC  | Customer Service/KYC  | CSE  | CSE  |
| Accenture  |  Global Business Services- Contract Management/CDD/Strategic Sourcing/Contract Assessment & Drafting  | Category Mgt Senior Analyst  | Team Lead  |

 **Accomplishments:**

|  |  |
| --- | --- |
|   |  Awards &Recognition  |
| **Year**   | **Category**   |  **Process**   |
| 2010  | Spot Award  |  I Procurement  |
| 2012  |  Extra Miller  |  I Procurement  |
|  2013  | ISTAR Award  | I Procurement  |
| 2015  | Superstar  | Banking Domain  |
|   | Achievement  |
| 2011  | “Yellow Belt Project”  | Procurement: Vendor Management  |

**Personal Details:**

|  |  |
| --- | --- |
|  Date of Birth :  | 11th Nov, 1982  |
| Gender :  | Male  |
| Marital Status :  | Married  |
| Languages :  | Hindi, English, Urdu.  |