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***Professional Profile***

Over 3+ years of experience in Procurement field with exposure in SAP ERP with a blend of technical, commercial, managerial, team building and communication skills.

Developed and implemented best practices for strategic sourcing and supplier relationship management based on Business requirement, provided analytical support and reporting for the purchasing business unit. Manage critical customer requirements.

Demonstrated success working in supply base across India and also in different geographies (e.g. US & Europe) with multicultural teams.

Strong ability to produce result within a team environment, Plan, Monitor & Appraise supplier’ performance; Training and development Roadmap for suppliers; Manage 135 supply base of diverse culture and geography.

***Experience Snapshot***

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| **Caterpillar India Pvt Ltd.****October 2014 till date** | In the 3+ years working experience with Caterpillar, handling suppliers across India, US, Europe, Indonesia, Japan and China; Working for Caterpillar India facility for OHT (Off Highway Trucks) manufacturing and Caterpillar Indonesia facility for HMS (Hydraulic Shovels) manufacturing. *Caterpillar India Private Limited Thiruvallur, India* ***Advanced Procurement analyst [ Supply network Specialist II ]*****CURRENT ROLE:**Currently working as Junior Facility Buyer for Electrical and Electronics commodity in Facility Supply network team for CAT India facility and with CAT Indonesia facility as Product facing Buyer for NPI [New product implementation]. * Responsible and accountable for the development, and implementation of a local or regional sourcing strategy. Engage in prequalification, perform due diligence, engage in risk management, other checks before official agreements are made with Supplier.
* Floated RFQ, Negotiated costs, Onboarded Supplier, placed delivery schedules and established pricing and performance standards through contract terms with suppliers.
* **Monitoring Supplier Performance:** Track Supplier performance through Supplier scorecard releasing Monthly performance report on (POU, Past due, SSP) to suppliers, ensure continuous improvement and Cost efficiency.
* **Maintaining supplier relationship:** Build and foster mutually beneficial supplier relationships at all organizational levels. Liaison with supplier and help to address complex relationship matters related to workflow, resource management, approval chains and other areas. Lead transition and implementation of the transformation solution on-time without affecting our internal customers.
* **Supporting Cross functional Teams:** Accountable for the liaison with the corresponding Category/Product Purchasing and Logistics professionals. Assist logistics and resource management decisions.
* **Commercial:** Ensure suppliers are getting paid for their Invoices on time as per the agreed Payment term. Manage suppliers spend of ~10m USD per annum.
* **Solution:** Solve problems by determining the best course of action, within departmental guidelines, from many existing solutions
* **Process**: Strong process orientation and refinement as per business needs. Best practices and applying learnings from past pursuits.

**KEY ACCOMPLISHMENTS :*** Optimized Packaging cost [< 3% of material cost] for OHT parts under E&E.
* Optimized Supplier Lead time [SCRT – Supply chain response Time].
* Implemented process of getting Piece parts as Top coated [Finished paint] for OHT.
* Zero line stoppage for the past one year in CAT India facility.
* Effectively involved in the NPI (New Product Introduction) in the facility.
* HMS 6030 Model NPI (New Product Implementation) completion as per Timeline.
* Suppliers trained & onboard 100% in EDI & MRC transaction tools.
* Sound knowledge of eProcurement processes (e-sourcing & e-auction).
* Horizontal deployment of best practices across supply base.
* Built in Quality gates deployed at critical supplier’s end to filter defects.
* 100% CSD (Committed Shipment Date) for all the machines without any velocity issues.
* Knowledge based user in SAP - Supporting in resolving system issues in Purchasing related transactions.
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|  | **TRAINING, CERTIFICATIONS AND RECOGNITION IN CATERPILLAR*** Awarded as the star performer of the year in 2014.
* Awarded as best idea for the month of March and June 2015.
* Participated in the innovation fair and posted an innovation idea.
* 6 sigma green belt certified.
* ISO 9001:2008 certified Internal Quality Auditor
* Built in quality – Lean Manufacturing coordinator for information Quality.
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| **Caterpillar India Pvt Ltd. [under the payroll of Adecco India Pvt Ltd.]****January 2013 to October 2014** | ***Procurement Analyst [ Associate ]*****ROLES & RESPONSIBILITIES:**Worked as a part of Global Purchasing Shared Service supporting Caterpillar Burnie, Rayong, Thiruvallur & Batam facilities on Procurement transactional activities.* **PO Management:** Coordinated with buyers and prepared all non-disclosure agreements. Reviewed and processed requisitions to ensure timely order submission such as Purchasing order & Scheduling agreements and updating Purchasing Info record, Updated appropriate sources of information. Generate Reports for data analysis.
* Collaborate with product development team and assist in Processing of all sample Procurement requests.
* **Grief Management:** Solving Supplier Invoice issues and provide update on Payment status to the Suppliers.
* **EDI Implementation & Supplier Training:** Coordinating EDI Implementation process and Training to the Suppliers on EDI (Electronic Data Interchange) Tool.
* Responsible for Coordinating Velocity Team meeting and Procurement Team meeting month on month. Prepare and circulate month on month Procurement metrics calendar to drive and get metrics updated on time.

**KEY ACCOMPLISHMENTS :*** Qty based One time Purchase Order to Scheduling Agreement conversion for all the Caterpillar Burnie Facility Suppliers (4750 SA’s ) has been completed within an short period (45 Days) of time.
* Improvement in payment to supplier - 87% of Suppliers supplying to Burnie facility & 96% of suppliers supplying to Rayong Suppliers got paid on time.
* EDI Implementation for 54 Suppliers successfully completed as per Time plan for CAT Burnie (HO) facility.
* EDI Implementation for 92 Supplier for CAT Thiruvallur facility with EDI Tool (Liaison Athena) is successfully completed as per Time plan.
* 6 Sigma DMAIC Green Belt Project on Chapter ID cleanup and Process setup in Material master to meet the legal compliance requirement and to reduce man hours utilized.
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| **True Value Homes Pvt. Ltd., Chennai.****June 2012 to December 2012** | ***SAP MM Trainee (Purchasing Department)*****ROLES & RESPONSIBILITIES:*** Generating different reports in SAP for data analysis required by Management
* Create and maintain Master data both Vendor master and Material master.
* Creating purchasing documents like purchase requisition, purchase order, outline agreements.
* Limited exposure in Logistic in processing Goods Receipt & Goods Issue (MIGO).
* Limited exposure in processing Invoice (MIRO).
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***Education & Certifications***

* **MBA – Operations Management** (2016)

– Madras University, Chennai

* **Bachelor of Engineering in Computer Science & Engineering** (2012)

– Anna University, Chennai

* **SAP Skill** – Trained SAP user of Material Master Module, ABAP & Webdynpro.
* **EDI & MRC** – A web tool for sending Transactional confidential data to Supplier.
* **Effective usage of DMAIC tools** – Scatter diagram, Gantt chart, fish bone diagram etc.
* **MS Office 2010 –** Expert in PowerPoint &Excel

***Personal Profile***

* **DATE OF BIRTH : 27-07-1991**
* **SEX : FEMALE**
* **LANGUAGES KNOWN : ENGLISH, TAMIL**
* **MARITAL STATUS : SINGLE**