**Assignments in Procurement, Supply chain, Sourcing, Purchasing and Vendor Management, Contract Management and Commercial Operation with 7 years of experience in reputed EPC / Oil & Gas/Petrochemicals / Research and Development/ Information technology/Global Financial organizations**.



**THOSHIKA**

**THOSHIKA.335259@2freemail.com**

**PROFESSIONAL SNAPSHOT**

Offering 7 years of experience in Supply Chain Management covering Procurement, Strategic Planning of Purchase Process, Sourcing, Vendor Development, Bidding, Commercial negotiations, Purchasing Estimation, Cost Analysis, Contract management, Processing Purchase and Service orders (PO / SO).

I have worked with various organizations like “**SAMSUNG R&D Institute Pvt Ltd**” as **Deputy Manager-Purchase** (most recent), “**SABIC R&D Institute Pvt Ltd**” as **Assistant Manager-Purchase** and “**Hewlett Packard (HP)** as **Senior Process Associate.** Thus, constituting various industry experiences extensively in the field of End to end supply chain management, Material Procurement, Asset Purchasing and Management, Expediting Purchase orders through SAP (Material management).

Dedicated and committed towards the targets and ensuring that the Right Goods are procured from Right Source, at Right Time for Right Price by following the Company procedures/policies and Clients guidelines.

**Competence Matrix**

* Procurement / Purchase / Supply Chain Management.
* Vendor evaluation, selection and Development, Vendor Localization.
* Materials Management – Purchasing Direct and Indirect products, procuring raw materials for production / engineering team.
* E-Procurement, Generation of RFQ / RFP / RFX to obtain quotes online through tools.
* Cost Reduction Initiatives.
* Negotiations / Tendering / Bidding process.
* Cost Control and manage department budgets.
* Represent in negotiating various contracts and formulating procedures with various suppliers and stakeholders, handle AMCs, SLAs etc.
* Cross-functional Coordination.
* Quality Assurance / Control.
* MIS / Report Generation through SAP and other tools.
* Organizational Growth Initiatives – Strategic Purchase process and developing new policies and implementing new methods to reduce redundancy.
* Inventory Control - Liaison / Coordination – Asset Team Management.

**EXPERIENCE**

**SAMSUNG Research & Development Pvt. Ltd, Bangalore, India (2.3 years)**

**Deputy Manager -** Purchase Department [January 2016 – November 2016]

**Assistant Manager -** Purchase Department [September 2014 – December 2015]

Samsung is highly diversified organization with activities across the globe in the areas including [construction](https://en.wikipedia.org/wiki/Construction), [consumer electronics](https://en.wikipedia.org/wiki/Consumer_electronics), [financial services](https://en.wikipedia.org/wiki/Financial_services), [shipbuilding](https://en.wikipedia.org/wiki/Shipbuilding) and [medical services](https://en.wikipedia.org/wiki/Medical_services). It is a leading provider of Consumer Electronics, IT and Telecom products in the Indian market. The Bangalore R&D Centre works on major projects for Samsung Electronics in the area of telecom, wireless terminals and infrastructure, Networking, SoC (System on Chip) Digital Printing and other multimedia/digital media as well as application software.

**Key projects handled:**

* Movement of entire entity to a new plant setup included complete infrastructure facilities and Lab setups.
* Single handedly purchased all the products required for ‘Experienced Ecosystem zone’ with different product brand display units in each 12 floors.
* Implemented new strategic Purchase process 2015 enabling efficient buying process and saving time, avoiding redundancy from old process.
* Suggested and implemented new T codes at SAP MM for better process, Conducted trainings to stakeholder/ requestors, vendors on efficient methodologies.
* Conducted VOC (Voice of Customer) survey and identified the drawbacks and rectified them with strategic processes to achieve best metrics.

**Major responsibilities:**

* Experienced in effective commercial negotiations with major suppliers on the RFQs floated and thereby contributed on high cost savings to the company.
* An expert in developing local vendor database and their source of supply; reducing the cost of procuring materials there by maintaining the best quality along with delivery schedule within the project deadlines.
* Expertise on implementing new strategic processes, policies, systems for efficient purchase process and inventory management avoiding major redundancy in the process.
* Involved in handling major projects from end to end and thus received accolades from the internal stakeholders, technical and support function departments as well as external vendors on the quality of work and commitment for planned schedules.
* Possess best working knowledge on SAP MM, Ariba- Smart buy and other Enterprise tools etc.
* Formulating and implementing the procurement strategy by developing / modifying strategy for purchase and establishing methods to achieve project targets.
* Planning, organizing and controlling all requisite activities to perform such as sourcing, techno – commercial evaluation, negotiation, recommendation, ordering, inspection, expediting & tracking, reporting, logistics and delivery, payment processing, etc.
* Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc. –
* Overseeing follow-up with vendors for deliverables, and quality checks & ensuring timely payments. - Ensuring quality, delivery and budget objectives are met as per organizational guidelines.
* Managing operations ensuring optimum inventory levels to achieve maximum cost savings without hampering the operations.
* Monitoring financial arrangements for raw material, spares and capital goods purchases. Planning for daily funds flow /cash flow.

**SABIC Research & Technology Pvt. Ltd, Bangalore, India (2.2 years)**

**Assistant Manager/ Senior Buyer - Purchase Department [July 2012 – August 2014]**

SABIC (Saudi Arabia Basic Industries Corporation) is a [Saudi](https://en.wikipedia.org/wiki/Saudi_Arabia) diversified manufacturing company, active in chemicals and intermediates, industrial polymers, fertilizers, and metals.

SABIC opened a $100m technology Centre in Bengaluru, India in the year 2012 spanning an area of 187,000m².

**Key Projects handled:**

* **New Plant setup:**(Construction of Lab units, Procurement of Lab equipment, oil, raw materials, chemicals, Civil products and service setup). Since it was a new setup plant to be made- We the Purchase team got an exposure in procuring end to end materials for complete infrastructure development. I handled the prominent sourcing operations of the functions: EHS, IT, Administration & Security, Facility & Infrastructure Operations and our Technical Departments of SABIC. (Plastics, Petrochemicals and Lab Equipment, Assets and consumables).

**Major responsibilities:**

The Role (Pre-Ordering & Post Ordering):

* Reviewing/studying the material / purchase requisition obtained from Engineering team and vetting whether the information provided is sufficient to quote.
* Preparing the standard Bill of Material/Template so that all the vendors to quote with the required specs along with required quantity.
* Floating of RFQs through E-procurement tool to Client’s approved Vendor as well as to non-approved Vendors thereby creating more competition and expediting the offers from vendor.
* Techno-Commercial evaluation of bids received from vendor, coordinate with Engineering Dept. for the same.
* Preparation of Pre-Qualification document for the non-approved vendor, coordination and obtaining the approval from client prior to order finalization.
* Conducting meetings with vendors for technical clarification & price negotiation; preparing Cost comparative statements (CCS) or Vendor Comparison Statement (VCR) indicating commercial & technical aspects, finalizing order.
* Freezing on the major terms of payment terms, product warranty / Service start and end period, Delivery period, Inco-terms, also handling import/export Trade prerequisites accordingly
* Preparation of Purchase Order Agreement incorporating agreed terms & conditions with the vendor. – Once the Purchase Order is created in SAP and sent to vendors, the kick off meeting between the vendor and Engineering /Site team would be held for further process.
* Obtaining vendor document register and complete production / delivery schedule as per agreed PO terms.
* Performing Complete Post Order activities and thereby monitoring/managing proper coordination between the vendors and Engineering/ QC for timely submitting the deliverables such as General Arrangement Drawing, Datasheet, Single Line Diagram and Inspection Test Plan and attaining the approval for the submitted deliverables from Engineering/**Q**uality **C**heck/Client teams.
* Monitoring ordering of raw material & other sub-items, checking receipt of raw material on time as per contractual delivery date with their sub-supplier, obtaining commitment for sub-items pending for ordering, ensuring raw material receipt date in line with the production schedule.
* Obtaining production schedule & their sub-supplier un-priced purchase order copies with delivery dates in line with the contractual delivery schedule.
* If required arranging the periodical visits to vendor site & their sub-supplier to keep up the production schedule in order to meet the contractual delivery agreements
* Managing activities pertaining to change orders and contract changes & finalization of requirements, estimates for smooth execution of projects.
* Obtaining the Bank Guarantee and Coordinating with Finance Department to establish letter of credit for timely payment to vendor in case of Advance payment else follow the standard payment term policy.
* Expediting the submittal and approval of Draft shipping document i.e. custom invoice, packing list, bill of lading and country of origin by Logistic Department.
* Regularizing/Processing all the milestone invoices and submitting the request to A/C dept. for regularizing/releasing the retention amount.
* Preparation of Purchase Order closeout summary.
* Regularly perform Service master, Material master and vendor master creations, Contract/Agreement, Purchase order (PO) and Service orders (S0) in SAP.
* Responsible for tracking the Compliance calendar for the site on monthly basis as per the company’s 100 % EOU unit policies.
* Supporting the management team in managing the operational activities like cost tracking data on various plants, project and operations, lab units

**HEWLETT PACKARD (HP), Bangalore, India (2.8 YEARS)**

**Senior Process Associate**, Global Procurement Operations(GPO) **[ August 2011 - 18th May 2012]**

**Process Associate,** Global Procurement Operations(GPO) **[ 14th Oct 2009 to July 2011]**

**Major responsibilities**:

* Key player in **GPO** performing the role of Country Procurement and Country Suggested Supplier for US Region in HP and thus handling all end to end procurement activities for various GPO Operational teams include – HR, Marketing, Information Technology, Research and Development etc.
* Fulfilling large scale procurement of raw materials from national and international markets for IT and Non IT category related product requirements of the company.
* Developing alternative local sources for imported raw materials which helps in cost saving.
* Key involvement in planning and budgeting of purchase functions, cost estimation and contract negotiations.
* Inviting and allotting quotations through various procurement tools; thereby creating transparency in vendor price evaluation and selections, creating purchase orders via SAP as well at Smart buy (an Ariba tool), other oracle tools.
* Liaison with the technical and support- function departments to maintain the quality of products procured thus managing inventory stocks for timely consumptions.
* Liaison with finance department for timely submission of bills and payment of the same to vendors
* Responsible in generating reports on the total procurement and usage of materials and present it to the top management against the assigned budget plan, conducted surveys.
* Effective management of vendor database, quarterly evaluation of vendors on their price, quality, delivery time line and warranty terms etc.

**PROFESSIONAL CREDENTIALS:**

* Bagged the highest performance rating in every annual performance appraisal followed from FY'11 until FY’16 (meaning Significantly Exceeds Expectations).
* At Samsung, am rewarded with ‘Employee of the month’, ‘Spot Awards’- Year 2015 and 2016 for my new and simplified process idea implementation and undertaking ‘Voice of Customer’ survey to understand the concern areas of internal stakeholders and also shared the corrective actions for the same. Awarded with Cash Rewards and Certificates for exemplary performance in Procurement in previous companies.
* Received numerous emails from the Internal stakeholders, requestors, Clients appreciating my customer centricity on Purchase orders released for various associated departments.
* Achieved huge discount on certain materials/services procured for our Research and Technology center and thus contributed for the remarkable growth in development of the Business Enterprise at our site.

**KEY STRENGTHS:**

* Ambitious, result oriented, believe in team work and dedication.
* Interested in Core functionalities of Project management and Operational functions and its area of focus.
* Possess good communicational skills and attributes.

**SCHOLASTICS:**

* Postgraduate – **MBA in Human Resources** from IASE (2010-2012]-Institute of Advanced Science in Education, Rajasthan University.
* Undergraduate – **Bachelors in Science- B.Sc. in Computer Science** [2006-2009] from SBRR Mahajana First Grade College, University of Mysore: 74.30%

**IT SKILLS:**

ERP tools, SAP MM, Smart buy (Ariba tool), Oracle Enterprise tools, Outlook Operating-Systems: Win98se, WinXp/2000/2007, MS Office 03-10 etc