

**Sudheesh**

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Career Objective

To be an integral part of an organization that would encourage maximum opportunities for mutual growth and development by using my capabilities and skills to the fullest.

Supporting operations by achieving financial objectives resolving administrative support.

Professional Profile

Skilled and performance driven **Procurement specialist** with **5.5 years** of experience in **procure to pay** process using **ERP application SAP.**

A successful record of accomplishment in the areas of **supply chain management for world’s leading mining company Rio Tinto** on behalf of Infosys BPO Ltd.

Managed several aspects of procure to pay, administration and personnel management. Purchasing of goods and services for the mine sites based in Australia, which includes supporting accounts payable and supplier performance evaluation.

Professional Experience – **Rio Tinto** (Infosys BPO limited) from 13-Feb-2012 to 14-Aug-2017

* Employed as Assistant team leader for Procurement to the **world’s second largest mining company Rio Tinto** on behalf of Infosys BPO Ltd, accountabilities handled areas below
* **Assistant to Team lead to manage team of 17 people.** Help in operational activities
* Helping in hire, train and motivate associates to take challenges
* Performance evaluation, quality checking, feedback and rewarding high performers also create a career development plan to keep them engaged and retaining talent
* Ensure SLA in operation are met all the time
* Manage escalations, perform root cause analysis and implementing preventive measures
* Make sure standard operating procedure (SOP)documents are up to date
* Analyze data and build strategy to achieve the essential results. For example, analyze aged purchase requisition data to find root causes and solutions also implementing the strategy
* Governance call with logistic partner to resolve issues and ensure timely shipment to site
* Exploring various reports and provide recommendations on automation, reduce rework and increase efficiency
* **Spend analysis** of non-contracted suppliers to achieve cost reduction
* Key accountabilities handled as a senior purchasing officer/specialist
  + Assess requirement of various commodities like HME, Electrical, consumables, PPE and fuel in goods and services
  + Identify local and global source of supply to initiate request for quotation (RFQ)
  + Obtain multiple quotations and analyze them, **negotiate on price and lead-time** with supplier based on **volume and spend** to obtain cost reduction
  + **Achieved savings of 256,000.00 AUD in spot buy,** well appreciated by client and Infosys
  + Collaboratively interact with sourcing, material master and vendor master data team. Also engage with inventory controllers and planners at site
  + Creation of purchase order and perform maintenance using various tools like EDMT- Electronic Document Management Tool. Also monitor price change trend
  + Expedite urgent orders to ensure uninterrupted operations on site
  + Co-ordination with suppliers to resolve issues related to import and freight upgrade
* Creation of agreement under contract in collaboration with sourcing and price file team for frequently purchased materials to enhance automation and cost reduction
  + Perform MRP batch run in test mode to find and resolve errors in automatic creation of PO in SAP for increasing automation and timely creation
  + Resolve discrepancies between invoice and purchase order to ensure timely payment thus avoiding stop credit
  + Assisting end users by providing resolution to their queries related to procurement of goods and services
* Identifying inefficient work flows, development of new simplified process flows and implementation
* Audit of purchase orders, root cause analysis of errors also providing feedback to improve quality

Professional Experience – Bajaj Allianz Life Insurance Company Ltd from 18 Oct-2010 to 31 Jan 2012

* Timely settlement of complaints received from insurance customers.
* Handle the complaints received through Insurance Authority-IRDA and branches throughout the country.
* Assist to settle the insurance claims.
* Convince the customers to make wise investments and educate them to select best policies.
* Solve their complaints; help them to revive the lapsed policies.
* Educate the potential customers about the best schemes as per their requirements.
* Claim settlement documentation.

Achievements

* Grew as an Assistant Team lead in Jan-2017
* Completed **yellow belt project** in cycle time reduction
* Infosys star performer award in 2013-14 and 2015-16
* Was promoted to Process specialist\SME in April 2015
* Received 10 awards for excellent performance and customer satisfaction from client and Infosys BPO
* Successfully completed following trainings conducted by Infosys BPO Ltd

T200and T100 in Sourcing and Procurement Domain

Fundamentals of Data Analysis- Yellow Belt (Quality)

Milestone 3.0- leadership competencies

Design Thinking

Strengths

Have good knowledge of sourcing and procurement domain. Positive thinking, good communication, discipline, patience and a self-motivated team player. Ability to build good relations with customer.

Educational Qualification

* At present pursuing PGD- post graduate diploma in **supply chain management**.
* Bachelor of Commerce (B.Com.) degree from University of Calicut in 2010

Computer Skills

* ERP Application: SAP ECC 06 MM. Ariba
* Database: MS office 2007, 2010 and 2013

Personal Details

Gender : Male

Date of birth : 15-09-1988

Nationality : Indian

Languages known: English, Hindi, Malayalam, Tamil and Marathi.

**Declaration**

I hereby affirm and solemnly declare that the above all information is true and correct as per the best of my Knowledge