 *Creative strategist offering sterling experience of over 7 years generating operational economy across procurement functional disciplines*

**Maneesha**

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Supply Chain Management |Vendor & Contracts Management

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|  | Experience |  |
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| Category Manager • Sabre Travel Technologies Inc • May 2016 – May 2017  Responsible for planning, developing and executing Sabre’s sourcing and procurement plans/activities in India in alignment with Corporate Procurement in the US as well as executing strategic sourcing processes for categories.  Senior Analyst • Goldman Sachs Group, Inc • Dec 2013 – July 2015  Taking a lead role on functional excellence initiatives encompassing e-sourcing, business intelligence, and contract / vendor management to drive the regional sourcing projects.  Procurement Analyst • Unisys Global Services India • Sep 2012 – Dec 2013  Supporting sourcing category mangers to enable build RFX documents and Coordination with various suppliers and internal stakeholders to provide support and guidance related to e-sourcing platform and provide the core support of creating contract records in the contracts tool and uploading contracts to the library  Accounts Receivable Associate • Dell Internationals Pvt Ltd • Jan 2011 to Aug 2012  Coordinating with Sales team for timely processing of procurement request from customer and coordinating with Pricing, Credit and Legal team to manage customized Master Lease Agreements for customer as negotiated.  Process Associate • Hewlett-Packard (HP) • Aug 2008 to Feb 2010  Drive sales by taking control of the quote and order process with integrated approvals, discounting policies, pricing, Get bills into customers’ hands sooner and accelerate cash flow by integrating the entire quote-to- order-to-bill process, which enables faster billing and greater billing accuracy. | |
|  | Professional Summary |  |
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| * *Professional brilliance predominantly in the areas of,* ***end-to-end Procurement projects & Contracts Management*** *including Contract Finalization and Agreement management, sourcing &* *Drives* ***cost savings and risk mitigation*** *in sourcing related activities.* * ***Adept in identifying, sourcing and evaluating potential vendors*** *coupled with excellent skills in consensus building, organization and price negotiation, tendering and estimating long term and profitable contracts management.* * *Adequate professional strengths in* ***streamlining procurement and supply chain processes****; proven acumen to develop effective Procurement Strategies and Policies to achieve optimum cost of goods and services and overall procurement functions within the required time, budget and quality standards.* * *Skilled in developing in* ***RFX creation in SAP*** *and basic trouble shooting for e-sourcing platform* * *Articulate communicator,* ***deft in coordinating with the Legal and Finance Departments*** *for smooth commissioning and administration of contracts.* * *Proven strength in handling c****ost effective procurement and achieving significant savings*** *through effective evaluation of vendors and developing cost-effective alternatives for various operations.* * ***Preparing and Publishing report*** *on weekly and monthly basis to ensure the vendor oversight and contracts renewal & closure are been stabilized* * *Acquired in-depth expertise in* ***vendor risk and oversight management.*** * *Instrumental enabling sourcing projects with analytical, administrative and technical skill sets.* * *Effectively support all Transformational initiatives, as appropriate, and act as a steward of transformation both within the Supply Management and with our business partners (Suppliers).* * *Performs* ***Spend Analysis*** *for various categories and identifies sourcing opportunities. Develops and executes plans to capture sourcing opportunities.* | | |
| |  |  |  | | --- | --- | --- | |  | Key Skills |  | |  |  | | Professional  Strategic Sourcing  eSourcing  RFP/RFx creation  Vendor Management  Purchase / Procurement  Strategies  Business Continuity Plan  Review  Reporting | Related  Negotiation Skills  Supplier& Market  Intelligence  Vendor Risk & Commercial Assessment  Sales Order Support  Vendor Oversight  Vendor Operational  Performance Review | Personal  Proactive  Quicklearner  Skilled Multi-tasker  IT  MS Office  Outlook  Tools  SAP &Oracle(ERP)  Eclipse  Oracle Scheduling Tool | | | |

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|  | | Education | |  | |
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| Master of Business Administration  **•** In Human Resources  **•** Bharathiar University  2013 | | Bachelor of Science  **•** In Biochemistry  **•** Bharathiar University  2008 | | C:\Users\USER\AppData\Local\Temp\Rar$DR40.680\goldman-sachs-83E106C7-logoeps.com\goldman-sachs-logo-vector.gif | |

**Reference:**

Will be please to submit on request