



Rajeshri Sharma

📍 Maruthi Homes H.no -1-5-333/1 Flat no 101 Road No 1 Phanigiri Colony Maruthi ...



Mobile phone:
8208001203



E-mail:
rajeshrisharma92@gmail.co
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CAREER OBJECTIVE

To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

ABILITY

- Willing to accept any assigned task, burning desire for success.
- Highly motivated with positive mental attitude, excellent communication and presentation skill.
- Excellent team worker and work well independently. Capable of working under stress and on deadlines.
- Quick learner, flexible with plenty of initiative and good interpersonal relations.
- Problem solving abilities.
 - Excellent Verbal & Written Communication Skills.
 - Ability to deal with people diplomatically.
 - Willingness to learn
 - Team facilitator
 - Excellence in Analysis
 - Innovative
 - Sound Judgment
 - Decision Making Skills



EXPERIENCE

Procurement Specialist – DuPont, Hyderabad

03/2018 – Present

- Actively uses continuous improvement tools to improve quality, delivery, financial performance, employee engagement, and customer satisfaction
- Development/improvement work

- Execute against category strategies and work in the guidance of strategic category managers and the reporting manager
- Issue and manage governance key performance indicators to improve procurement efficiency and performance
- Manage and maintain IT contract database and assist with database support for other contract managers and other business functions utilizing the database
- Manage vendors to include establishing periodic meetings to review service performance and execute any corrective action steps for low performance
- Perform other procurement related duties as assigned by the Project Manager and/or Task Manager
- Strategic Planning / Vendor Development / Savings Development / Reporting / Forecasting / Contract Management / DPO / Relationship Management
- Under direct supervision, manages delivery performance, cost and inventory management, and customer satisfaction for established suppliers
- Works with manufacturing/site to develop and manage continuous improvement programs, designed to address quality, service, and price
- Lead and perform Vendor sourcing, Vendor selection, Vendor qualification, Vendor development/continuous improvement, ...etc

RESPONSIBILITIES

- M.B.A. with 3 Years of experience in Vendor Development and Procurement.
- Currently spearheading as Procurement specialist with DSCI WSC Improvement Leaders.
- Equipped with the knowledge of vendor Management in SAP, Consistent performer with strong track record.
- Establish & maintain strong working partnerships with key suppliers.
- Determine appropriate end-to-end processes and tools needed to achieve development, delivery, reliability & availability goals.
- Demonstrated ability to control costs through the most effective uses of available resources.
- Vendor management
- Coordinating with the higher authorities of the company, ensuring statutory and company compliances.
- Ensuring smooth co-ordination with indenting dept. and corresponding with Suppliers on scope of supply and specifications.
- Challenged to ensure timely payments of Invoices pertaining to various commodities.
- Accountable for receiving Webcycle issue assigned to Purchase Order or Invoices.
- Maintained the records by working in MM module in SAP, relating to the materials management, by supplier and by department / discipline, purchase orders and goods requisitions
- Preparation of Webcycle Reports and publishing it to DSCI and WSC Leadership and Management of North America Region.
- Internal and Statutory Audit co-ordination.
- Employed best commercial practice in the procurement of the various categories of goods, equipment and service.

EDUCATION

Canossa Convent High school (1997 – 2008)

North Maharashtra University – Bachelor's in Business Management (2009 – 2013)

University of Pune – Master's in Business Administration (2014 – 2016)

ACHIEVEMENTS

- Vendor setup in FMC SAP clone with 100% quality
- Standardized FMC Vendor Master and WSC Web Cycle Reporting Process in DuPont
- Efficiently completed whatever task assigned other than related to procurement.
- Falcon award
- Star of the month award
- Pat on the back award

SKILL SET

- Procurement of Material
- Material Management
- Expediting
- Billing
- Comparative Statement
- Budgeting
- Documentation
- Vendor Management

TECHNICAL SKILLS

- Microsoft Office
- Tableau
- PowerBI
- Minitab
- SAP