



POOJA PRAKASH

Targeting assignments in **Strategic Sourcing** with an organization of high Repute in **IT-ITES/Telecom/Banking** industry

Location Preferred **Noida/ Delhi NCR**

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Profile Summary

- Result-oriented professional offering **10 years** of commendable success in **IT Strategic Sourcing**.
- Currently working with **Conduent Business Services India LLP (Erstwhile XEROX)** as **IT Operations Analyst II** since May 2018. Acting as the SME for Software License Renewals for Vendor Management Office- ETS.
- Previously worked with **WebTiger Technologies** as **Associate Consultant** from April 2016 till May 2018. Managed the Strategic Sourcing for the EMEA region and handled a team of ten people.
- Previously worked with **HCL Technologies Pvt Ltd** as **Senior Specialist** from October 2015 till March 2016. Managed the Software License Renewal and Contract Management activities for ExxonMobil Corporation and handled a team of around twenty people. SPOD for EMEA region.
- Previously worked with **Computer Sciences Corporation (CSC India Pvt Ltd)** as **Analyst Asset Management Coordination - Professional 1** from October 2012 till May 2015. Managed end to end Software Renewals and Maintenance and Contract Management activities for different suppliers.
- Looking after the operational & commercial aspects for EMEA region. Taking care of entire Purchase Requisition to Purchase Order process, managing Software Renewals etc.
- Extended expertise in Contract Management, Procurement, Sourcing, Vendor Management, Material Management, Supplier Management, and Maintenance Renewals.
- Coordinator of **Corporate Mentorship Program** for UDYAAN CARE FOUNDATION at **Computer Sciences Corporation (CSC India)**.
- Volunteer for various activities of **Corporate Social Responsibility** at **Conduent**.
- **PGDM (Supply Chain & Operation Management and Marketing)** from International School of Business & Media.
- **BE (Electronics & Communication)** from Bhiwani Institute of Technology & Sciences.

IT Skills

- **Operating Systems:** MS Office.
- **Technologies:** Ariba, Oracle Fusion, Sap P12, SRM, Aspera, Remedy, Flexera.
- **Miscellaneous Skills/Tools:** SharePoint

Educational Qualifications & Certifications

- **PGDM (Major – Supply Chain & Operations, Minor - Marketing)**
International School of Business & Media, Pune in 2010. Secured CGPA of 4/6.
- **Bachelor of Engineering (Electronics & Communication)**
Bhiwani Institute Of Technology & Sciences, Bhiwani in 2008, Secured 62%.
- **Six Sigma Green Belt**
Henry Harvin Education, Delhi in 2019.
- **ITIL 4 Foundation Certificate in IT Service Management**
Axelos Global Best Practices (PeopleCert), Noida in 2019.

Areas of Expertise

Strategic Sourcing

IT Procurement

Vendor Management

License Recycling & Re-harvesting

IT Asset Management

Contract Management

Supplier Relationship Management

Career Timeline



Organizational Experience

Since MAY'18: Conduent Business Services India LLP (Erstwhile XEROX) as IT Operations Analyst II

Key Result Areas:

- Global ownership & support of assigned Procurement category, aligned to PM / SPM which entails agreed approach on buying in the category across multiple lines of business.
- Ensure adherence to SAM policies and procedures throughout the enterprise by conducting regular internal software audits/evaluations and required to work on unapproved software's and work on de-install project appropriately.
- Ownership & support of LoB specific requirements falling outside of any direct category management – Agreed approach on buying outside of or within the relevant categories and understanding the category plans.
- Responsible for working with local and on-shore (USA) team for preparing various dashboards and reports.
- Responsible for working with local and on-shore (USA) team for Software License Renewal process.
- Ensure Software Inventory database feeds are complete and accurate.
- Realizing opportunities for asset optimization and ensure mitigation of risks associated with IT Software assets.
- Monitoring Software Procurement activities and ensuring approved/appropriate license are procured.
- Managed and resolve end users' queries and concerns with respect to Software's and handle the escalations, if any.
- Responsible for working along with the Global Procurement Team to introduce new vendors within the organization.
- Responsible for maintaining the reconciliation of the invoices on various tools.

Apr 2016 – May 2018: WebTiger Technologies as Associate Consultant

Key Result Areas:

- Analyze software license renewals and license management. Implement new licenses deployment, license updates for different vendors & prepare reports for client view & perusal.
- Analyzing and identifying PUR (Product User Right) and LM (License Metric) from the contracts and entitlement data to have a perfect Compliance Position for the clients.
- Taking care of software license management and managing its complete renewal activities. Analyzing & auditing software contracts, agreements, renewal due point, software licensing usage. Interact directly with the clients and other internal and external sources to obtain relevant data (such as PO, asset, inventory) and documents in required forms and consistent with project objectives and deadlines.
- License Recycling & Re-harvesting – License Return/Transfer option is made available to client so that we have a license back in the license pool once the customer no longer requires a particular license for optimization for software cost saving & cost avoidance.
- Vendor Management - Handling Operational Governance Review for Suppliers, Maintaining Supplier Relationship etc. Analyzing all the aspects which needs to be taken into consideration by conducting Restricted Party Screening before introducing a new vendor to the list of existing vendors.
- Contract Management – Analyzing various contract and its renewal and giving access to the licenses accordingly.
- Procurement- Negotiation with Supplier, Finding Alternate Suppliers, Discounting Structures, Terms & Conditions, Commercial aspects etc. in ARIBA.

October 2015 – March 2016: HCL Technologies Pvt. Ltd. (HCL) as Senior Specialist

Key Result Areas:

- ▶ Analyze software license and maintenance contracts and implement new licenses deployment, license updates for different vendors & prepare reports for client view & perusal.
- ▶ Analyzing client contracts, Purchase, Entitlement Data to identify the Product use rights & Licensing model or metric (Device, User, Processor, Core, PVU, RVU etc.) in order to establish areas of risk and Software License Compliance Position for the clients.
- ▶ Coordinate with client for information like purchase orders details, asset, inventory & analyze as per SAM standard & give them a complete solution & licensing information and contract terms and conditions. Interact directly with clients and other internal and external sources to obtain relevant data and documents in required forms and consistent with project objectives and deadlines.
- ▶ License recycling & re-harvesting – License Return/Transfer option is made available to client so that we have a license back in the license pool once the customer no longer requires a particular license for optimization for software cost saving & cost avoidance.
- ▶ Vendor Management - Handling Operational Governance Review for Suppliers, Maintaining Supplier Relationship etc.
- ▶ License Management – Taking care of software license management and managing its complete renewal activities. Analyzing & auditing software contracts, agreements, renewal due point, software licensing usage.
- ▶ Contract Management – Analyzing the contract and giving access to the licenses accordingly. Contract review and its renewal.
- ▶ Procurement- Negotiation with Supplier, Finding Alternate Suppliers, Discounting Structures, Terms & Conditions, Commercial aspects etc. in Ariba.
- ▶ Handling complete PR to PO process for ExxonMobil Corporation.
- ▶ Updating all the records in different tools and doing the Invoice Reconciliation.

October 2012 – May 2015: Computer Sciences Corporation (CSC) as Professional 1

Key Result Areas:

- ▶ License Management – Taking care of software license management and managing its complete renewal activities. Analyzing & auditing software contracts, agreements, renewal due point, software licensing usage.
- ▶ Procurement- Negotiation with Supplier, Finding Alternate Suppliers, Discounting Structures, Terms & Conditions, Commercial aspects etc. in Ariba.
- ▶ Contract Management- Maintenance Contract Renewals on time.
- ▶ Vendor Management - Handling Operational Governance Review for Suppliers, Maintaining Supplier Relationship etc.
- ▶ New Vendor Introduction to the company's existing list by analyzing all the aspects which needs to be taken into consideration by conducting Restricted Party Screening (RPS).
- ▶ VMWARE - Managed all the licenses of VMware Renewal in the VMware portal and keeping track of the access rights given to the end user. Managing the VMware assets and resolving all the ad hoc activities related to it.

Aug 2010 – Aug 2012: WebTiger Technologies as Manager Supply Chain

Key Result Areas:

- ▶ Supply Chain improvement and implementation.
- ▶ Demand Analysis & Forecasting.
- ▶ Demand Consolidation and Production Sales and Inventory (PSI).
- ▶ Distribution Planning and Execution.
- ▶ Analyze various MIS's (Management Information System).



Personal Details

Date of Birth: 13-APR-1986 || **Languages Known:** English, Hindi.

Current Address: 1801, CV03, Supertech CapeTown, Sector 74, Noida, Uttar Pradesh, India.