**Mayank Sharma, APM**

**Contact Details**

**E-mail:** [Mayank.sharma1@outlook.com](mailto:Mayank.sharma1@outlook.com)

**India +91-9873928593**

**UK +44-07425830413**

**Skills**

**Drive Cost Reduction**

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**Organization Change Management**

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**CRM**

****

**Project management**

****

**Lean Six Sigma**

****

**Business Process Improvement**

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**Supply Forecasting/Planning**

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**Analytical Thinking**

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**Competitive Intelligence**

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**Team Coordination**

****

**Stakeholder Management**

****

**KPI Benchmarking**

****

**Consultative Skills**

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**SAP ARIBA/Business One**

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**Microsoft Office Suite**

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**Procure to Pay**

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**Business risk consulting**

**Interest**

Kanban/ Lean

Business Process Automation

Data Analysis

Change Management

Summary

**Supply Chain Management/ Procurement / Business Analysis / Business Process Consultant / Continuous Improvement/ SAP Functional Consultant**

**A visionary and strategically driven Supply Chain/Procurement Analyst with over 5 years of experience from both India & UK**. Actively seeking opportunities in areas of Procurement,

Supply Chain Operations, Process System Design, Implementation & Consulting Roles with any industry where I can prove in conceiving, & implementing effective ideas/strategy execution

that can add value to the organization through inspiring leadership, rich experience &

innovation excellence.

**Work Experience**

# Business Management Consultant (SAP) – Supply Chain & Procurement

## Solutionz Consulting Pvt. Ltd. (July, 2020 – Present, 2020)

# Provided and analyzed practices on SAP Business One for Bio point Pty Ltd (Sydney).

# Conducted assessment and proposed improvements to supply chain and inventory methods

# with procedures in procurement managerial methods.

# Supported with inventory data management into business operations systems with SAP

# business one tool & Run training for warehouse and logistics team.

# Organized change management sessions for warehouse team and suggested improvisation in

# Record management information.

# Suggested run through lean principles / techniques in order to drive cost reduction.

# Assistant Admin– Procurement

## Fortnum & Mason, London, UK (Oct, 2019 – Jan, 2020)

* Responsible for setting up new suppliers/clients’ information both within **Dynamic 365 and F&M Systems**. Monitor Stock levels management.
* Conducted **benchmarking analysis, daily operational reports** for procurement, sales and logistics across UK. Connected suppliers for schedule deliveries, resolve shortages & Solutioning.

### Managed daily fresh F&B, Non-perishables & misc. procurement requests from Buckingham Palace and Prime minister’s office, UK.

* Worked directly with **key suppliers (Globally) to ensure delivery as per agreements or replaced**

within agreed timeline. **Reviewed transaction trends with managing supplier selection.**

# Inventory Auditor/Stock Specialist

# RGIS, Glasgow U.K (Jan 2019-Sept 2019.)

* Assist with Senior Stock & Compliance Auditors in completion of all audit administration activities for clients assigned like TESCO, M&S, ASDA, Lidl across UK.
* Monitored inventory levels as stock are issued, transferred within an establishment using both manual and computerized system.
* Compiled inventory reports, recorded the stock on hand etc.

**Education**

**Master’s in Supply Chain & Logistics Management (2018-2019)**

***University of the West of Scotland, UK –[First Class honors]***

**Bachelor’s in Business Studies: Strategic Management & Competitive Intelligence.**

***Amity University, India (2013-2016)***

***[Distinction]***

**Languages**

English 

Hindi 

Spanish 

Persian 

Punjabi 

**Certifications & Training**

* **Advance Excel – NIIT**
* **Elements of Artificial Intelligence**

**-University of Helsinki**

* **Lean/Six Sigma green belt – AIG**
* **ISO 27001 :2 - Xceedance**

**Projects Undertaken**

* **Supply Chain Transparency – UWS, UK.**
* **Summer Project – FedEx Trade Networks, India.**
* **Comparative Study on IT Industry in India -- Amity.**
* **Exploratory study on E-grocery retailing – Amity.**

**Procurement Manager/Vendor Relations**

***Adurcup: Delhi NCR, India (Jun 2017 – Aug 2018****)*

* Maintained strong vendor relations, negotiated contracts and supplier agreements for

acquiring goods and services from key 500+ brands like PepsiCo, Coca-Cola, Nestle,

Unilever, Mondelez, 3M, MARS, Reckitt Benckiser.

and 1000+ sellers in categories: Non-perishable 50%, Packaging 30%, Household 20%.

* Consolidated supplier base by almost **30% by eliminating sub-par suppliers**, and **integrated with manufacturers for single source buying**. Trained & accommodate seller base for online selling. Created detailed business analysis, opportunities/solutioning reports.
* Identified & eliminated less selling SKU’s with evaluating and forecasting regular order network integration to minimize repetitive task.

### Procured & Managed order processing for $450,000, also introduced procure2pay (drop shipping) which reduced almost of 50% of stock, warehouse space, operational cost & receivables.

* Prepared strategy and plan to maintain required stock levels at minimum cost 24x7 to meet client planned and unplanned requests. Managed team escalations & performance management with weekly feedbacks.
* Sourced and managed price quotation from suppliers and prepare purchase orders. Prepared and maintained purchasing reports and price list.

# Process Engineer Analyst

## Xceedance Infotech Pvt Ltd. Delhi NCR, India (Jun 2016 – Jun 2017)

* Manage underwriting support, Claims Management, bound processes for assigned clients (USA & Europe) automobile, fire, health, liability, life, property, marine, aircraft and other insurance. Reported implementation of process design.
* **Demonstrated with standardized and streamlined back- office support** to the world leading's Insurer's, Reinsurers, and Insurance Brokers for Marine, Aviation Property & Casualty Industry. **Gained experience in preparing BRD & FRD Documents across deliverables.**
* Provide underwriting advice and answer inquiries from clients and from insurance agents, consultants and other company personnel in order to fill process-gap related requirements.

# Graduate Trainee – Procurement Clerk

# Avis Vision Tech (U.K) Pvt. Ltd. (Nov 2013 to April 2015)

* Monitored stock replenishment, relocation and adjustment according to purchase order.
* Process purchases within authority and budget.
* Created 100+ **network belt of corporate clients across India** based on services.
* Assisted in preparing documentation, price list to import goods.
* Build CRM with Distributors in order to protect brand reputation and risk exposure.