

## Profile

Progressed through promotions throughout tenure. Diligent Assistant Manager with 7.5 years of experience dedicated to inspiring employees, creating happy customers and maintaining operational efficiencies

PHONE:  
+91-8087587663

WEBSITE: LinkedIn-  
[www.linkedin.com/in/aarti-mote-90b30a5a](http://www.linkedin.com/in/aarti-mote-90b30a5a)

EMAIL:  
motearti@gmail.com

## ACHIEVEMENTS & CERTIFICATE

### HIGHLIGHTS:

- Received Pat on the back award for remarkable work
- Promoted to Senior Analyst in Flex
- Participation in Kaizen Activity
- Completed QMS activity for Pune team
- Yellow belt holder in Six Sigma
- Certified in Lean program
- Successfully coordinated to implement SAP with cross functional teams and meet deadline
- Certified in Creating Effective Dashboards

## AARTI MOTE

### MBA-HR// BCS-COMPUTER SCIENCE

## WORK EXPERIENCE

### AXA BUSINESS SERVICES - Assistant Manager

April 2020–Present

- Managing complete Delegated Procurement activities.
- Responsible for PR- PO process in COUPA tool.
- Responsible for complete tactical sourcing team.
- Data validation/analytics for POs released in COUPA tool
- Preparation of procurement dashboard.
- Process mapping for new entity.
- Documents validation for processes followed-PAQ Analysis.
- Creation, Amendment, Renewal& Management of Contracts of various commodities.
- Managing customer queries.
- Responsible for projects on Spend Analysis.
- Managing business areas about Compliance, Policies, etc.

### KATERRA SERVICES PVT LTD - Procurement Executive

July 2019–March 2020(Saudi Arabia-On site)

- Worked on KSA project for 18 sites and 3 MEGA factories for Sourcing, P2P, collaboration.
- Co-ordination with the functional teams to ensure the quality of deliveries and deadlines.
- Preparing a daily summary of issues and status to be presented to the management.
- Assist to drive saving initiatives to accomplish corporate Global saving targets
- Developed and strengthened supplier relationships.
- Evaluated internal needs and developed plans for maintaining optimal supply levels.
- Maintained current understanding of pricing structures, market conditions and trends in industry.
- Input, analyzed and reported on data covering all aspects of procurement operations.
- Built relationships with vendors to negotiate ideal terms for purchases.
- Set up and negotiated contracts to obtain favorable pricing and delivery structures
- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Managed office inventory by restocking supplies and placing purchase orders to maintain adequate stock levels.
- Assisted coworkers and staff members with special tasks on daily basis.
- Researched new vendors and partners to obtain most cost effective pricing for goods and services

## SKILLS

- Strong Negotiation skills
- Vendor Development & management, negotiation & contracting, contracts management
- Process development/Project implementation
- Price negotiation
- Vendor relationship management

## Performance improvements

- Team leadership
- Vendor sourcing

## Education and Training

- Bachelor of Computer Science (2008-2011)
- Master of Business Administration-Human Resources (2011-2013)- Pune University

## Training – Endurance Technologies

- May 2012- JULY 2012

## Hobbies

- Travelling
- Music Dance Cooking
- Photography
- Gardening
- Singing

## Entercoms Solutions Pvt Ltd-SCM Consultant

May 2017–July 2019

- Responsible for end to end supply chain activities for 3 regions (US, Europe & Asia)
- Analyzing demand for all 3 regions (30 Locations) internally and making decision based on requirement.
- Raising quotation requests to suppliers, getting best quotation and releasing PO's
- End to end activities starting from Category assessment of parts, Vendor selection, RFQ- management, negotiation & contracting, Procurement of Electronics & Electrical components for both NPI projects and sustaining mass production.
- Co-ordination with suppliers and warehouse for on time deliveries.
- Coordinating with finance team for timely payment.
- Following up for material until it gets delivered to warehouse.

## Flex, India (Flextronics Technologies) -Senior Analyst

Feb 2014–May 2017

- Prepare and execute purchase orders and releases. Manage transactional interaction with suppliers. Assure proper accounts are charged for purchased materials, and work with accounting and end users to reconcile discrepancies.
- End to end activities starting from Category assessment of parts, Vendor selection, RFQ- management, negotiation & contracting, Procurement of Electronics & Electrical components for both NPI projects and sustaining mass production.
- Shipment clearance, INCOTERMS, negotiation prices and terms with suppliers, vendors, or freight forwarders.
- Collaborate with other departments, such as engineering, and quality assurance to identify or qualify new suppliers and new parts.
- Taking ownership on to rectify the supply chain issues (Quality issues in materials, Supplier payment issues, Price increase, and inventory management as per production plan).
- Responsible for creating SOP & SOW and maintaining the same
- Analyze inventories to determine how to increase inventory turns, reduce waste, or optimize customer service
- Conducts weekly meeting with internal customer to fix the gap and ensure continuous material support.

## Management Trainee- Endurance Technologies- Aug 2013-Jan 2014- Aurangabad