

MOHAMMAD WASIM

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To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

- Qualified **B-com** with **7 years** of experience in **Procurement, Procure to Pay, Vendor management** and handling Business Associates and sourcing business through them.
- Issuing **purchase order** to Suppliers based on **purchase requisitions** raised by various internal requestors.
- Reviewed **purchase order** for accuracy, confirming price, quantity, and delivery.
- Resolved mismatches between **PO, Goods Receipts, and Invoices** so that there is timely payment of invoices to **suppliers**.
- Ensured all P2P & Procurement queries are answered within agreed SLA with adherence to all Quality Parameters.
- A keen communicator with honed interpersonal and **negotiation** skills.
- Reporting and Dashboard Creation for foreign clients in Power-Bi, VBA

Accenture India Pvt Ltd-Aug'2019-Till Date

Key Activity Areas:

- Ensuring customers satisfaction and exploring new areas and way to achieve productivity by maintaining good relationship with customers.
- Manage supplier events and relationship by maintaining adequate work relation with supply-side on-boarding & deboarding of suppliers
- Handling Weekly, monthly Clients Call
- Preparing Deck & Dashboards.
- Working on Workday and Service-Now Environment.
- Preparing Roster for the team, managing a team of five people
- Keeping track of SLA, KPI and other business requirements and reports.
- Preparing Dashboard of Opex & Capex, data mining of opex and capex items in SAP
- Dashboard making in power-Bi, weekly/monthly meeting with clients.
- Segmentation and Vendor management in Coupa.
- PR auditing and daily reports, contract creation. 5Y Analysis and RCA Analysis

Tata Consultancy Service Nov'2015-Jul'2019

Key Activity Areas:

- Quotation studying and data mining activities from SAP & Ariba.
- Negotiate on selecting the best buyers, sourcing the end customers.
- Contracts validation-initiating contracts-DOV/Extension/Amalgamation/Change Request
- Handle the client's investment portfolio; Onboarding of new vendors, blocking/unblocking and deboarding of suppliers.
- MDM mapping and configuring of various MIS reports and other vendors reports

OnProcess Technology Sep'2014-Nov'2015

Key Activity Areas:

- Service to existing Business associates and Clients.
- Resolve the issues of Business associates and Clients through Mails and calls.
- Maintain relationship with Business associates also have to meet them and resolve their issue and giving knowledge about products.
- Calling the customers and resolving the queries, chat and emails with the onshore clients
- Handling two chats at a time, understanding the requirements and business objectives and advising to the clients.
- Skilled at performing quality within the assigned modules and time frame.
- Identify the potential customers from the given data base and counsel the organization on ways of converting them to loyal customers.
- Coordinating with the Business associates to support the financial service process.
- Manage supplier events and relationship by maintaining adequate work relation with suppliers

Genpact India PVT Ltd Mar'2011-June'2013

Key Activity Areas:

- Creating PO's & Requisitions on behalf of requesters.
- Confirm price quantity and delivery with Supplier and issue PO.
- Reviewed requisitions for completeness and accuracy, follow up on discrepancies.
- Purchase order confirmation from supplier on price quantity and delivery date.
- Responsible to make sure plant receive material on time as per requirement.
- Resolution of Blocked Invoices.
- Logging and updating the contract in SAP.
- Tracking Open Requisitions & Aged Open PO's and distributing it for buyers to work on resolution.

- Have ability to bring out process improvement ideas from existing process as per supplier chain principle.
- Updating standard operating procedure in case of modification or changes should be incorporated to system and drive towards approval.

Academics

Diploma in Financial Accounting from Moulali Youth Computer Center

- Graduated from **Calcutta University**, Kolkata in 2011
- **SAP MM (Procurement Process)** Completed 6-month Certification course and Internship.

Additional Skills

- SAP Certified Application Associate – Material Management SAP S/4HANA 1809
- SAP Certified Application Associate – Financial Accounting
- Certified Power-Bi Specialist.
- Certified in Oracle/R12- Ariba/Coupa MM-Module
- Strong planning, organizational and team leadership.
- Proficiency in **MS-Office**, **SAP / Ariba** - Knowledge of T-codes (Procurement).MM-Module
- Excellent project management capabilities.
- Confident in interactions with individuals of all levels.

Personal Details

Date Of Birth – 18/05/1992

Gender – Male

Current Address – 302-Sarasvati Vihar, mg Road Gurugram-122022

Permanent Address - %0A, Taltala Lane- Kol-700016

Declaration - I hereby confirm that the information given in this form is true to the best of my knowledge

Mohammad Wasim

Dated-22/03/2021

Place : Kolkata

