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|  | VIJAY KUMAR. H. SINGH | | | |  |  | | --- | --- | |  | +91 9769440603  +91 9987890603 | |  | vijaykumarsingh0209@gmail.com | |
| **OBJECTIVE**  Dedicated and results-oriented professional with experience in enhancing procurement processes, reducing costs, and improving overall operational efficiency. Pursuing a challenging role to leverage expertise in managing the Procure-to-Pay (P2P) cycle, optimizing supply chain operations, and driving P&L performance to contribute to a forward-thinking organization.  **EDUCATION**  2008  B.Com. from Mumbai University, Mumbai, Maharashtra.  2014  Advanced Certificate in Supply Chain &Analytics - Macquarie University  **TECHNICAL SKILLS**   * Microsoft Office Suite (Word, Excel, and PowerPoint)   **SOFT SKILLS**   * Collaborator * Communicator * Numerical Competence * Problem Solver * Time Management * Team-Leader * Decision Maker * Negotiator | |  | |  |  |  |  | | --- | --- | --- | --- | | **PROFILE SUMMARY** |  |  |  |  * Possess **over 15 years** of extensive experience in managing **end-to-end Procure-to-Pay (P2P)** **cycle**, ensuring seamless procurement processes, and optimizing supplier relationships for cost-effective solutions. * Currently working as Senior Manager in Procurement at Mahindra Logistics, **leading critical procurement functions and aligning them with the strategic objectives** of the organization. * Proven Expertise in **Supply Chain Management including inventory control, demand forecasting, logistics coordination, and supply chain optimization,** resulting in enhanced operational efficiency and reduced lead times. * **Skilled in P&L Management,** with a track record of **driving profitability through strategic cost management, budgeting, financial analysis,** and implementing effective cost-control measures. * **Project Procurement Specialist** skilled at **sourcing and acquiring materials and services for projects, negotiating contracts,** managing vendor relationships, and ensuring timely delivery within budget constraints. * Excellent **Stakeholder Management skills, with experience collaborating with cross-functional teams, suppliers, and senior management** to align procurement strategies with organizational goals. * Proven track record in **managing capital expenditure (Capex) procurement processes** for high-value investments in **Asset Buying, Service Procurement, infra project Procurement IT- Products, HR /Marketing/Admin related Procurement** by using TCO modelling. * Extensive experience **overseeing turnkey, Greenfield, and Brownfield projects** from inception to completion. * Cultivated a diverse array of skills in **strategic sourcing, market analysis, and evaluating vendor performance,** which have contributed to enhancing business growth and operational efficiency. * Versatile **Procurement Specialist** with extensive experience **managing project procurement, IT purchases, and packaging material sourcing,** combined with strong administrative skills. * Possess comprehensive knowledge of procurement strategies, particularly in **risk management and mitigation,** ensuring seamless operations within the supply chain. * Displayed proficiency in **deploying ERP systems to optimize procurement processes**, **enhance data accuracy, and facilitate informed decision-making** across the organization.  |  |  |  |  | | --- | --- | --- | --- | | **CORE COMPETENCIES** |  |  |  |  |  |  |  | | --- | --- | --- | | * Supply Chain Optimization | * Procurement Strategy Development | * Vendor Performance Evaluation | | * Market Trend Analysis | * Cost-Benefit Analysis | * Risk Management | | * Stakeholder Management | * Process Improvement | * ERP Implementation | | * Capital Expenditure (CAPEX) / Operating Expenditure (OPEX) | * IT Procurement | * Bid Value Analysis / Bid Cost Analysis | | * Category Management | * Packaging Management | * Warehouse Management |  |  |  |  |  | | --- | --- | --- | --- | | **ACHIEVEMENTS** |  |  |  |  * **Cost Saving:** Achieved 12.32% savings through utilization of 4 pillars of procurement Spend analysis, Strategic Sourcing, Contract Management & Supplier Relationship Management * **Managed Large-Scale Projects:** Successfully led warehousing projects totaling 200,000 square feet, ensuring timely and efficient completion. * **Cost Reduction in Packaging:** Reduced packaging costs by 7% through effective negotiation and strategic sourcing. * **Regional Business Growth:** Negotiated with central partners for capital and inventory allocations in the South Region, resulting in an 8% business growth. * **Multitasking Excellence:** Effectively managed multiple concurrent projects, achieving 100% on-time delivery and successful outcomes. | |

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| |  |  |  |  | | --- | --- | --- | --- | | **WORK EXPERIENCE** |  |  |  |   **May 2022 – March2025 | Senior Manager – Procurement | Mahindra Logistics, Mumbai**  **February 2017 – April 2022| Manager - Procurement| Naaptol Online Shopping Pvt. Ltd., Navi Mumbai**  **September 2015 – January 2017 | Purchase Manager| Uteen India, Mumbai**  **February 2014 – August 2015 | Manager - Purchase| Procam International, Mumbai & Delhi**  **May 2012 – January 2014 | SCM – Manager | Oxygen Media Services, Mumbai**  **January 2010 – April 2012| Assistant Manager - Purchase| Seventy mm Services, Mumbai & Bangalore**  **Key Result Areas:**   * Spearheading Capex procurement for Infrastructure racking systems, Material Handling Equipment (MHE), pallets, and electrical components. * Collaborating with engineering and project teams to identify and address their product and service requirements. * Conducting comprehensive market research to identify procurement options and obtain competitive quotations. * Spearheading annual contract of Manpower agencies such as (Security guard, Housekeeping agent, MHE driver & other manpower labor) * Coordinating & Support other teams for IR Challenges if any. * Developing suppliers and managing contracts while enhancing internal systems and procedures for greater efficiency and profitability. * Identifying, evaluating, and managing supplier relationships to ensure the best quality, cost, and delivery terms. * Conducting comprehensive market analysis and benchmarking to stay updated with industry trends, pricing, and emerging technologies. * Implementing risk management strategies to mitigate potential supply chain disruptions and ensuring compliance with regulatory requirements and organizational policies. * Leading strategic sourcing initiatives for key spending categories, including developing sourcing plans, selecting suppliers, and managing contracts to drive value and sustainability. * Establishing and tracking key performance indicators (KPIs) to measure procurement effectiveness, generating detailed reports for senior management, and making data-driven recommendations for continuous improvement. * Implementing a rigorous vendor approval process to assess financial stability, technical capabilities, and other relevant criteria. * Coordinating with engineering and project teams as well as vendors to ensure thorough technical evaluations. * Negotiating effectively to secure optimal pricing and payment terms while maintaining high standards of quality and delivery. * Performing technical and price evaluations to shortlist vendors/contractors and presenting comparative analysis to senior management for approval. * Managing procurement and maintenance for ten office properties across India. * Leading procurement of administrative assets and services, including optimization and maintenance of HVAC, UPS, PAHU, and electrical systems. * Managing preventive and corrective maintenance of critical equipment such as DG sets, UPS, and chillers. * Leading facility expansion, upgrades, and maintenance initiatives. * Procuring IT infrastructure, including laptops, servers, and data center contracts, and managing associated AMCs. * Maintaining positive relationships with vendors and managing emergency evacuation plans and fire drills across all sites. * Supervising contract management, housekeeping, and security services, and AMCs for security and surveillance systems. * Planning and coordinating packaging material requirements to ensure timely delivery and uninterrupted production processes. * Managing RFQs and cost analysis for packaging materials, including plastic articles, laminates, shrink sleeves, mono cartons, and corrugated boxes. * Driving cost reduction initiatives, new product development projects, rate negotiations, and alternate supplier development. * Spearheading supplier relationship management, category management, and risk mitigation strategies. * Ensuring compliance with procurement processes and enhancing service levels through communication with end users and internal stakeholders. * Conducted regular performance reviews and assessments to identify areas for improvement and implement corrective actions. * Analyzed performance data to develop and recommend strategies for enhancing vendor effectiveness and efficiency. * Designing and executing procurement strategies aligned with organizational goals, incorporating market research, competitive analysis, and supplier assessments to drive efficiency and cost savings. * Developing and managing budgets for procurement activities, including forecasting future needs based on business requirements and market conditions, and ensuring adherence to financial targets. * Ensuring adherence to internal and external compliance policies, including regulatory requirements and ethical standards, and developing training programs to promote compliance across the procurement team. * Leading and managing change initiatives related to procurement processes, technology upgrades, and organizational adjustments, ensuring smooth transitions and stakeholder buy-in.  |  |  |  |  | | --- | --- | --- | --- | | **PERSONAL DETAILS** |  |  |  |  |  |  |  | | --- | --- | --- | | Address | : | 403, Kundan Place Nr Mohane Rd Kalyan (W) | | Date of Birth | : | 6th March 1989 | | Languages Known | : | English, Hindi, and Marathi | |