



## DRISYA G

### Professional summary

Procurement SME over 6 + years of experience in Supply chain , Tactical procurement and strategic sourcing projects . Currently working with Deloitte Coaching internal team members along with timely completion of agreed projects by understanding client requirement and coordinating with customers . I am versatile with roles and carry determination towards my profession and goals .

### Procurement and Sourcing project knowledge

- Strategic sourcing : IS & Telecom category, HR backup (Case studies available for consulting projects managed )
- Indirect Buying (Electronics , Pharma, Medical equipments , Hardware & software)
- Resell
- Spot Buyer/Lightening buyer
- Spend Analysis
- Contract expert
- e-Catalog Management, e-sourcing
- Vendor Management
- Invoice reconciliation

### WORK HISTORY

#### Senior Analyst - Senior Buyer ( Aug 2020 - Current)

#### **Deloitte India Pvt Ltd- Hyderabad ,India**

#### Responsibilities :-

- REsell
- Understanding purchasing needs, working closely with clients, resellers.
- Creating RFP ,RFQ.
- Creating Resell quotes with margins , negotiations.
- Approving price list , creating purchase order.
- Approving purchase orders , invoices.
- Uploading documents in open text tool and archiving.  
Working with Deloitte Owned and Client Owned orders.
- Monitoring Govwin activities related to resell entries Team management experience.

#### Team Coach - Coaching a team of 7

- Meeting KPI'S , Monthly & quarterly Dashboard review & reporting.
- Coaching new hires ,approving snapshots along with time & expense.
- Monitoring the capacity utilization of FTE's.
- Distributing projects.
- Preparing individual goal sheet for team members , doing regular check in's.
- Enhancing projects and closely working with leadership to achieve goals

#### Major Projects working on :

- **California state university (spend \$800 million)**- Suppliers worked - Arrow enterprise , Log Rhythm ,Cara soft
- **CaLheers (spend \$ 80 million)** - Supplier worked - SHI ,Fedresult Inc , Trivad, Immix

### Contact

Home address: Industrial area 25 , Sharjah

Spouse Phone no :+971 556860799

Eligible Visa : Spouse Visa

Availability - On notice period ,however immediately available

Email : driyag@gmail.com

Preffered contact method : email /whats up (8297173373)

### Technical skill and competencies

- Indirect Purchase - Raw Materials & Services
- Creating RFX
- Supply chain management
- Negotiations, bidding activities
- Cost Savings/reduction
- Strategic Thinking
- Reselling
- Lightening negotiations
- Contract negotiation
- IT Asset management
- Forecasting ,demand planning
- Project execution- end to end
- Certified training catalyst
- SOP, PROCESS MAP, PPTs
- Customer relationship management
- Strong communication
- Team Management
- Change management
- Lean - Trained & tested
- GB - Trained
- Dashboard reporting
- Amazon web services
- Inventory management

### ERP TOOL KNOWLEDGE

SAP/ARIBA , Coupa , Cognos ,Oracle JDE  
edwards ,

Costpoint ,Zycus,Visio , Microsoft office

## EDUCATION : Bachelors - May 2015

Anna university Chennai , Electronics and telecommunication engineering

## PROFFESIONAL ACCOMPLISHMENTS :

### **Achievements In Deloitte :**

Got promoted to next level with enhanced responsibilities within 6 months of joining

### **Achievement in Genpact :**

Bronze award : 2015,2016,2017,2019 for best performer . Silver Award: 2018 best team award

## **PREVIOUS WORK HISTORY :**

### **Process Developer- Procurement SME (2015-2019)**

**Genpact India Pvt Ltd- Hyderabad ,India**

#### **Detailed Responsibilities :**

**Zimmer Biomet (US) Buyer Activities:** Market research ,Indirect purchase, sourcing supplier, RFX methods, negotiating, Devise quotation, Creating purchase orders, coordinating for timely delivery, approving invoice, drafting SOW,SOP , Process Map when required

**E -sourcing :** Creating & Publishing RFP, RFQ, RFI & conducting live Auctions in Ariba

**Vendor Management :** On boarding supplier contacting third party, collecting on boarding documents CDA/NDA,W9 / W8,ACH,COI ,D&B etc. ,working with commodity leads ,finally helping A/P to generate a vendor number in JDE Buyer

**E- Catalog Management :** Identifying repeated purchase , showcasing business new catalogs ,trail live in supplier environment , Going live on business tool (Ariba),introducing new punch-out catalogs to clients then simultaneously dealing with internal punch outs and partial catalogs .

**Invoice Reconciliation:** 3 /4 way match ,approving for payment , Assisting the supplier and internal AP team with queries

### **Senior Buyer /Procurement SME - Tyco Electronics (EMEA)**

**Spot buyer/Lightening Buyer :** Negotiating on daily Purchase requisition, performing compliance ,Negotiate for each line items and capture savings, update the new pricing and savings in PO, yearly target of 1 million

**Spend Analysis :** Working in COGNOS-pulling spend report for various profile like Automated PO,ATF reports, electronic catalog report, integrated buyer report, understanding leakages ,fixing leakages ,publishing to various leaders /clients  
Sourcing Specialist - Astellas Pharma (US)

### **Sourcing specialist /Procurement SME - Astellas Pharma (US & EMEA)**

#### **Category : IS AND TELECOM (100k - 300 Million spend) ,HR Backup**

Proactive identification of project in indirect spend, client management, Market research ,bidding, running RFP & auction, engaging supplier discussion, negotiating ,Forecasting , demand planning ,inventory planning ,benchmarking , on site quality inspection with client , awarding supplier ,Contract Negotiation , improper clause identification , legal approval, conducting supplier feedback section , Issuing Purchase orders , approving payment , evaluating supplier performance and quality. Approving payment , evaluating supplier performance and quarterly feedback for changes , Locking savings, IT asset management was a key initiative.

#### **IT Asset Management -**

**Software License Management :**Microsoft licenses, Zoom licenses, Symantec endpoint licenses, Adobe Reader Licenses , Quick View licenses ,Red Hat , Have procured both basic version and enterprise version.

#### **Hardware License Management :**

Computer peripherals, input and output devices, printers, iphones etc

### **FEW MAJOR CONSULTING PROJECTS HANDLED (case studies available)**

#### **1. VODAFONE IMPLEMENTATION PROJECT**

Region : EMEA & US ,Spend: 1.8 million & 2.2million Supplier: Vodafone Savings: 500k ,480k

#### **2. SINGAPORE TELCO PROJECT**

Region : SINGAPORE, Spend: 1 million , Supplier: Singtel & Starhub , Savings: 800 K

#### **3. PRINTER PROJECT**

Region : EMEA, Spend : 1.2 million, Supplier : Konica Minolta & HP, Savings: 400 .