



Sandeep Dubey

Procurement Specialist

SUMMARY:

Results-driven Procurement Specialist with over 4 years of experience in facilities management, specializing in sourcing, negotiating, and administering service agreements. Proven track record in cost-saving practices, supplier quality control, and efficient procurement processes. MBA graduate with a strong foundation in Supply Chain Management, equipped to deliver strategic purchasing solutions and immediate value.

📍 Dubai, UAE

☎ +971 0506683238

✉ sandeepdubey0000@gmail.com

SKILLS

- high ownership quotient
- Presentation Skills
- Problem-Solving Skills
- communication skills
- Cross-functional Team

IT SKILLS

- Excel
- Microsoft Office Suite
- SAP s4 ERP
- Jira
- ERP systems
- SQL (Basics)

CORE TECHNICAL SKILLS

- Project Management
- Procurement & Sourcing
- Contract Negotiation
- Supplier Quality Control
- budgeting
- Cost-Saving Strategies
- Purchase Agreements
- Performance Reporting
- Logistics & Material Transportation
- Supply Chain Management
- ERP & E-Procurement Systems
- Purchase Orders

UPSKILLING

- Process Optimization
- German Language
- data security protocols
- Business Case Evaluation
- Business Intelligence
- Data Analytics
- data management

LANGUAGES

- German – Intermediate
- English – Business Fluency
- Hindi – Native

CERTIFICATES

- SAP ERP Essential Training – 2023
- Master Scrum Basics – 2024
- Certified Supply Chain Professional (CSCP)

WORK EXPERIENCE

Procurement Consultant

May 2024 – Present

Reliance Chemotex Industries Limited, Udaipur – India

- Providing expert procurement advice to clients, focusing on strategic sourcing, cost reduction, and supplier relationship management to optimize procurement processes.
- Managing contract negotiations and vendor selection to ensure high-quality and cost-effective supply chain solutions.

Supply Chain Coordinator

October 2023 – February 2024

Mytheresa International Services GmbH, Leipzig – Germany

- Designed a comprehensive sourcing strategy for the Indian market, resulting in a 15% reduction in procurement costs and a 20% improvement in supplier delivery times.
- Onboarded and managed a network of over 50 suppliers, ensuring compliance with high efficiency and quality standards. Successfully negotiated contracts that resulted in a 10% cost savings.
- Conducted regular inventory audits, resolving discrepancies and improving stock accuracy by 12%, while implementing corrective actions to maintain optimal inventory levels.
- Oversaw the supply chain network in Germany, collaborating with regional teams to enhance speed, profitability, quality, and resilience.

Project Planner Purchasing

July 2022 – October 2023

Tesla Manufacturing Brandenburg SE, Berlin – Germany

- Ensured standard quotations were provided within 1-2 days and specialized quotations within 3 days from PR.
- Achieved a minimum of 3 supplier quotes per request; documented exceptions with detailed reasons.
- Utilized knowledge of material transportation procedures to streamline logistics.
- Maintained comprehensive project documentation, ensuring all project-related information was accurate and up-to-date.
- Administered and negotiated various service agreements, ensuring best value in terms of pricing, quality, and delivery.

Assistant Procurement Planner

September 2018 – July 2020

Monreva buildcon India Private Limited, Mumbai - India

- Managed procurement for facility maintenance projects, ensuring timely and cost-effective purchase of materials and services.
- Reported weekly on cost-saving initiatives and provided monthly procurement trend forecasts based on historical data.
- Developed and maintained relationships with key suppliers, negotiating terms to secure the best possible deals.

EDUCATION

Master in Business Administration- Supply Chain Management

University of Applied Sciences Europe Berlin, Germany August 2021 – September 2022
(Grade: 2.5 GPA)

Bachelor in Business Administration

Madurai Kamaraj University Tamil Nadu, India
(Grade: 2.2 GPA)

July 2016 – June 2019

ACADEMIC PROJECTS

- Simulated business case for a copy machine manufacturer, devising pricing strategies based on competitor analysis, target pricing, and profitability tracking to generate €200 million in revenue over 10 years