

Rupal Garg

Senior Procurement Engineer

✉ rupalgargmit@gmail.com ☎ 7830779658 📍 Greater Noida, India

PROFESSIONAL EXPERIENCE

Senior Procurement Engineer (Supplier negotiation, sourcing) 07/2022- Present
Vivo Mobile India Pvt. Ltd. Greater Noida, India

Job Responsibilities

- BOM management, ECO management, efficiently in working with Oracle ERP.
- Spearheaded the development and implementation of purchasing strategies that aligned with corporate goals, resulting in a 20% improvement in supply chain efficiency.
- Kaizen, Project management, have implemented more than 10 cost savings kaizen and multiple projects.
- Building relationships with suppliers and negotiating with them for the best quality, quantities and delivery timescales.
- Timely issuance of POs to vendors, follow-up for order confirmation.
- New vendor development and conducting audit process.
- Vendor management (quality management, evaluating performances, dispatch management, product development, maintaining business relationship).
- Evaluating supplier's capacity and releasing them purchase orders accordingly through ERP systems.
- Taking up projects to reduce cost of material through effective sourcing of raw material & reducing lead time.
- Resolving quality issues with help of quality team and maintaining the quality supply from supplier end.
- Plan, direct and manage procurement activities including sourcing strategies like REP, RFI & RFQ. Working on the costing part as well as the development of new product & also analysing the competitors.
- Utilized Microsoft Excel skills to prepare reports and dashboards for tracking supply chain performance reducing the 60% of analysis time.
- The ability to work as a Supply chain coordinator in a company that is driven by technology. Apart from daily work, leading as department coordinator.

EDUCATION

- **B. Tech in Electronics and Communication Engineering,**
Moradabad Institute of Technology 07/2018 – 06/2022
CGPA: 8.0
- **12th, Lions Rohila Inter College, Bareilly, India** 04/2017 – 04/2018
Score: 78%

SKILLS

Microsoft Office
Strategic Sourcing
Supply Chain Management
Supplier Negotiation
Risk management
Inventory management.