



Divya Keekalot

PROCUREMENT & LOGISTICS PROFESSIONAL

PROFILE SUMMARY

An achievement-driven professional with a strategic bend of mind and track record of striving in uncertainty, curiosity & challenges, targeting assignments in **Logistics, Procurement, Supply Chain and Purchase Operations**, preferably in UAE.

CONTACT ME AT

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EDUCATION

- **PGDM - Operations and Supply Chain Management & HR** from Ushodaya Management and Technology, Hyderabad, in 2015
- **BBM – Marketing** from Alva's College, Mangalore University, Karnataka, in 2013

CORE COMPETENCIES

- Procurement Operations
- International Ocean and Air Freight Processes
- Acquisition Management
- Sourcing Strategy
- Purchase Documentation
- Third Party Freight Forwarder
- Global Sourcing Initiatives
- Purchasing Agreements Negotiation
- Inbound & Outbound
- Delivery on Time (DOT)
- Vendor Management
- Logistics Operations
- Supply Chain Logistics

- Result-oriented professional with **over 7 years** of experience; expertise in Procurement and Purchase Operations with Chemical, Manufacturing, Trading and IT industries
- Evaluated international logistics' and regulatory impacts and recommended course of action for multiple international outsourcing projects
- Created and managed international logistics for the conversion of legacy platforms to SAP
- Impressive track record of driving efficiency, improving freight schedules/rates, establishing standard operating procedures, and producing sustained results
- Played a key role in defining Supply Chain Analytics Roadmap and established Analytics CoEs / KPOs for the clients
- Saved approximately 1 million dollars while negotiating with a US based client for the organization EI Dupont Service Center India Pvt. Ltd.
- Directed comprehensive logistical and reverse logistical functions for product life cycles including acquisition, distribution, delivery, recycling, reuse and final disposal of resources
- Developed and managed the global procurement strategy and solutions including e-procurement approach, implementation and roll-out
- Integrated logistics with customer sales, order management, accounting & shipping departments; analysed financial impact of changes such as routing, shipping modes, product volumes, mixes and carriers
- Partnered with strategic freight providers to mitigate supply chain risks, identified alternative carriers operating via non-union port, maintained constant communications with all stakeholders
- Greatly enhanced efficiency by documenting Standard Operating Procedures (SOPs) related to international ocean and air freight processes, centralizing information, and highlighting best practices across multiple divisions/ regions
- Proven excellence in evolving technology, communicating data findings to key stakeholders to help the organization meet business challenges
- An effective communicator with strong relationship management skills with the capability to relate to people at any level of business and management; possess excellent analytical and problem-solving skills

WORK EXPERIENCE

January 2022 – September 2022 | Purchase Officer | Designtex Trading LLC, Dubai, UAE

Key Result Areas:

- Led Procure to Pay activity for both Stock and Non-Stock Materials related to Fabrics and Textiles (Buy/ Sell)
- Managed the Shipments activities within UAE, GCC Countries, both Import and Export activities
- Prepared inquiry documents (technical & commercial) and floated inquiries to the suitable vendors; followed up with the vendors to get the quotations on time to avoid any delay
- Negotiated with the suppliers on the direct purchase and also through payment terms
- Maintained optimum stock levels within budget allowances and production requirements within inventory department
- Coordinated with Shipping Lines / Forwarders till delivery of materials and with Freight Forwarders for better pricing and service
- Managed the overall operations and enhanced the operational efficiency by eliminating obsolescence and achieving cost reduction through vendor development, curbing rework & rejection, materials management and inventory control
- Managed other modes of transport for domestic as well as international distribution, i.e. multimodal (sea and air) for sustainability of dispatches

TECHNICAL SKILLS

- ● SAP
- ● SRM
- ● COUPA
- ● FOCUS
- ● OTM (Oracle)
- ● Lotus Notes
- ● MS Office Tools

SOFT SKILLS

- ● Communicator
- ● Collaborator
- ● Leader
- ● Strategic Planner
- ● Analytical

- Rationalized multiple transport and freight providers to contracts with primary carriers that resulted in reduced freight costs (for domestic and international shipping routes)

December 2020 - March 2022 | Procurement Professional | IBM, Bangalore

Key Result Areas:

- Built and maintained vendor relations; evaluated vendors, managed buyer processes, and analyzed reports
- Recommended the implementation of a tracking form for short-paid invoices, eliminated supplier invoice resubmissions to increase the efficiency of the Accounting Department
- Participated in procurement for series supplies and new product development & supplier quality assurance
- Organized review meetings with suppliers and stakeholders to improve on delivery, quality and entire supply chain
- Worked for a 3rd Party organization called Juniper IT Networks clients for their work transition of IT products procurement and purchase in both Hardware and Software products
- Created, analyzed, and evaluated the supplier potentials; connected monthly, quarterly meetings with them
- Introduced new vendors into the system related to IT purchases and created contracts and agreements, renewed the contracts and presented the activity report

August 2014 - December 2019 | Senior Procurement Specialist | E I Dupont Service Center India Pvt. Ltd., Hyderabad

Key Result Areas:

- Created new vendors into the system related to vendor development for existing products and stabilized the existing vendors for the future needs
- Managed financial tracking and billing process and prepared purchase orders
- Negotiated with stakeholder of Chemical field for operations of MRO service
- Coordinates with Shipping Lines / Freight Forwarders for better pricing and service till delivery of materials
- Collaborated with team members to achieve better performance
- Created monthly freight savings reports and shared the same across business and leadership
- Managed operations across various modes of transportation such as sea, air, land and troubleshoot all issues relating to loading, transshipments and final deliveries
- Interfaced with ports, customs and external inspection authorities for documentation, goods clearance and other routine matters

PERSONAL DETAILS

- **Date of Birth:** 17th March 1993
- **Languages Known:** English, Hindi, Telugu, Malayalam, Kannada, Tamil
- **Nationality:** Indian
- **Address:** Al Qusais, Dubai
- **Visa Status:** Visit Visa
- **Marital Status:** Married
- **Passport Number:** M2824327