

Royan Britto

Procurement

Contact

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Skills

Procure to Pay Processes



Goods procurement



Accounts Payable



Purchasing and procurement



Procurement Process



Languages

English



Kannada



- Experienced Procurement Associate with over 3.5 years of experience in multiple Industry
- Excellent reputation for resolving problems and improving customer satisfaction.
- Organized and dependable candidate during team work and successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.
- Dedicated Sourcing professional with history of meeting company goals utilising consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organisational brand.

Work History

2021-05 -

Current

Procure 2 Pay

Siemens Technology And Services Pvt (GBS) , Bangalore, Karnataka

- Booking suppliers invoices according to Generally Accepted Accounting Principles guidelines and under consideration of legal requirements.
- Cooperating with responsible purchase organization in order to clarify issues, and contacting suppliers actively to clarify doubts and issues
- Orders and releasing payments due, when assigned by accountable management
- Partnering with FO, identifying and implementing process improvements
- Assisting with the audit of invoices and Other disbursement services activities as required
- Training and developing of new joiners in process
- Handled Number calls per day to address customer enquiries and concerns.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used Microsoft Word and other software tools to create documents and other communications.
- Carried out day-to-day duties accurately and efficiently.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Exceeded goals through effective task prioritisation

Hindi

Good

Tamil

Excellent

2020-07 -
2021-04

and great work ethic.

- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Developed team communications and information for meetings.

Assistant Procurement Manager

Royalook Furniture Banaswadi, Bangalore, Karnataka

- Evaluated supplier quotes based on purchasing procedures and competitiveness in quality, price and delivery.
- Reviewed and issued contracts and blanket purchase orders after choosing ideal vendor and driving procurement process.
- Developed and maintained relationships with key suppliers for smooth communication and met required expectations.
- Negotiated procurement contracts by working closely with internal and external contacts.
- Reduced costs by streamlining contract bidding and procurement processes to assure best prices for materials and services.
- Generated weekly, monthly, quarterly and yearly reports on purchasing operations.
- Assessed areas of service concern and developed improvement plans.
- Drove sales growth in Home Decor Category area.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Coordinating and planning to achieve results according to schedule.
- Resolved conflicts and negotiated mutually beneficial agreements between parties.

2018-08 -
2020-06

Distribution & Procurement Manager

Sri Venkateshwara Traders , Bangalore, Karnataka

- Improved distribution efficiency and store set up
- Implemented strategic plans as well as contributed to evaluation and analysis of business objectives.
- Sourced suppliers and negotiated advantageous rates on track with company's budget and goals.
- Controlled inventory transactions to reconcile

- ordering processes with demand forecasts.
- Boosted team performance with enhanced employee evaluation processes.
- Increased annual sales by fostering customer rapport and by conducting small trips, gift vouchers
- Increased client retention by providing superior customer service.
- Developed and managed operating budget, meeting department goals.
- Monitored and managed stock levels, delivery times and transportation according to customers requirements

2019-07 -
2019-08

Internship Student

Siemens Healthineers, Bangalore, Karnataka

- Provided support in Digitalization of Employees person file and addressing routine and special requirements.
- Reported back to instructor to receive day-to-day tasks and responsibilities.
- Completed range of simultaneous job tasks to support professor's academic, research and operational needs.
- Sorted, organized and maintained files.
- Took meeting notes and compiled paperwork to support department.
- Distributed office supplies and files for staff.

Education

2018-09 -
2021-12

Master Of Business Administration (MBA) : Marketing And Human Resources

CMR IT - Bangalore

2015-08 -
2018-05

B. Com: Regular

CMR UNIVERSITY - Bangalore

2013-06 -
2015-07

12 Std : Regular

Indian Academy Pu College - Bangalore

2012-06 -
2013-04

High School: Regular

