Swathi Natarajan, B.E

109, Al Amir Building, JVC, Dubai, Dubai • +971 52 490 1012 • natarajan.swathi026@gmail.com

# Procurement Specialist

Experienced procurement professional with 6+ years of experience in sourcing and supplier management. Achieved 15% cost savings in 12 months by optimizing procurement processes and negotiating favorable contracts. Implemented vendor partnerships result in improved cash flow and on-time delivery.

WORK EXPERIENCE

Purchase Manager Oct 2021 - Dec 2023

Pick Ur Facility Services • Puducherry, India

* Prepare and organize request for proposals and quotations and analyze offers from suppliers.
* Sourcing new potential suppliers provide support in executing tendering process and raising purchase orders.
* Shortlisting preferred suppliers according to the organization's requirements in terms of quality, price, specifications and delivery and payment terms, and provide recommendations to the managing director on a suitable supplier, to ensure selection of the most appropriate supplier in compliance with PUFS procurement policies and procedures.
* Negotiated with suppliers to achieve an average cost reduction of 10%, leading to significant annual savings for the company and increasing overall profitability.
* Increased monthly cost savings by 15% through detailed analysis and monitoring of market practices, resulting in significant cost optimization and improved profitability.
* Enhanced strategic negotiation with key vendors and suppliers, resulting in a 15% cost reduction. Improved contract management, boosting overall profitability and enhancing partnership effectiveness.
* Enhance company's cash flow by obtaining and improving payment terms with vendors.
* Coordinate with accounts payable section to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
* Update the approved suppliers list on a regular basis and reflect the best providers in the marketplace to facilitate ease of accessibility when required.

Procurement Officer Feb 2017 - Dec 2020

Ras Al Khaimah Hotel • Ras Al Khaimah, UAE

* Strategically identify and assess potential vendors for optimal resource acquisition.
* Negotiate advantageous terms with suppliers to establish beneficial contracts.
* Expertly draft, review and administer procurement agreements and contracts.
* Efficiently generate and oversee purchase orders aligned with company requirements.
* Monitor market trends and supplier performance to say ahead in the industry.
* Evaluate and mitigate risks associated with procurement to ensure smooth operations.
* Achieved 100% compliance with legal standards and company policies, ensuring ethical procurement practices and reducing the risk of legal issues.
* Cultivate and sustain strong, collaborative relationships with key suppliers.
* Work closely with quality control teams to guarantee adherence to quality standards.
* Drive cost-reduction initiatives while maintaining high-quality procurement standards.
* Improved team procurement capabilities by conducting 10 training sessions, resulting in a 20% increase in cost savings and enhanced stakeholder understanding. Familiarity in Incoterms.
* Established supplier performance metrics, leading to 25% improvement in on-time delivery and enhancing overall operational efficiency.

EDUCATION

# Bachelor Of Engineering in Aeronautical Engineering

Anna University • Trichy, TN, India Aug 2011 - May 2015 SKILLS

* Soft Skills: Analytical Skill, Cash Flow Management, Company Policy, Contract Negotiation, Cost Reduction, Cross Functional Skills, Decision Making, Ensuring Compliance, Invoice Payment,

 Monthly Reporting, Procurement Policy, Professionalism, Project Management, Provide Support, Purchase Order, Quality Control, Quality Standards, Resource Acquisition, Risk Management, Site Inspection, Strategic Sourcing, Strategic Thinking, Supplier Performance Management, Teamwork, Tender Process, Time Management, Communication, Forecasting, Leadership, Contract Management, Facilitate, Purchasing Management

* Hard Skills: ISAH, MS Office - (Word, Excel, Powerpoint, Outlook), SAP ERP, Oracle

PERSONAL DETAILS

* Nationality: Indian
* DOB: 02 Jun 1993
* Marital Status: Single
* Visa Status: Valid Visit Visa
* Known Languages: English, French, Tamil, Hindi, Malayalam

Prepare quotation and Performa invoice and provide all relevant information required by customer. Actively work to ensure orders are advancing including obtaining price and credit approvals and securing product allocation. Work with shippers and trans loaders to execute bookings, and ensure vendors/suppliers/service providers are paid timely. Executes required export documentation for multiple accounts in various stages of completion in a highly time sensitive environment. Timely management of multiple lines of communication between suppliers, shippers, customers and internal parties, maintaining details, and relaying pertinent information to appropriate parties. Obtains export certificates from various government agencies in compliance with each shipment. Assures compliance with customs, export, applicable foreign trade/importation laws, as well as applicable federal transport regulations. Initiate timely invoicing and work closely with accounting department to ensure billing accuracy. Identifies risks and opportunities, when developing logistics plan and freight estimates for super loads, complex international shipments to ensure cost-effective, safe, and efficient transportation of company’s products. Processes freight claims and customer complaints Ø Reviews, prepares, and invoices for payment Ø Audits export files for compliance and scan into database. Secretarial, accounting work and other relevant work assigned by manager.