**RESUME**

**Rijo Thankachan Phone No:** +91 9860184304

**Email Id:** [rijothankachan@ymail.com](mailto:rijothankachan@ymail.com)

**Professional Summary:**

* Procurement & Contract management professional with over **12 years of experience** in domains that include **Sourcing & Procurement, Financial Management, Project & Supplier management**
* Currently working as **Client Services Lead** for North America regionat Accenture, Pune
* Work experience in **SAP, Ariba, Bid analysis, Procurement, Contract Compliance and Management**
* Successfully automated contract compliance tracker and Insurance collection tool with a real time savings of **6 hours**
* Work in progress of automating circuit management tool which will **save 1 FTE**

**Work Experience Details:**

**Organization #1:** Accenture Solutions Private Limited, Pune

**Designation:** Client Service Specialist

**Work Period:** 9th Nov 2020 – till date

**Team Strength:** Individual Contributor Role

**Roles, Responsibilities:**

* Identifying the deals in alignment with the sales team
* Processing the deals with the supplier sourcing process like NDA signoff, due diligence, contract scorecard, contract signoff, mobilization, etc.
* Handling price negotiation with supplier/s
* Identifying the contract risk and its mitigation with the help of the legal team

**Organization #1:** Accenture Solutions Private Limited, Pune

**Designation:** Supplier Management Lead

**Work Period:** 03rd August 2017– 8th Nov 2020

**Team Strength:** 6 FTE’s

**Roles, Responsibilities:**

* Procurement of WAN services from telecom vendors and managing their contracts
* Processing of WAN circuit RFQ's (including negotiations), ordering and delivery management
* Timely escalation for timely delivery of circuits and for incident resolution
* Managing the service and contractual credits, also publishing quarterly telecom vendors scorecard
* Supporting client contract management team with contract amendments
* Conducting invoice audits
* Publishing scheduled reports like circuit ordering, financials slides for management meetings
* Goal setting and appraisal discussion with team members

**Organization #2:** Infosys BPO Limited, Pune

**Designation:** Team Lead

**Work Period:** 09th April 2012 – 25th July 2017

**Team Strength:** 2 FTE

**Roles, Responsibilities:**

* Support sourcing managers in executing Sourcing action plan
* Actively involved in the RFx administration and Bid management
* Actively involved in supplier relationship management activities like negotiations, reviewing contract KPI’s/ scorecards, conducting contract performance review meeting, business case presentations
* Assisted contract owner to recover above A$1M from the suppliers on account of overpayment due to duplicate invoicing, gate pass audit and rate card compliance
* Responsible for executing contract performance management in Ariba
* Identify contract obligations and execute cost saving opportunities

**Organization #3:** KPMG, Pune

**Designation:** Executive

**Work Period:** 28th Jan 2008 – 19th Mar 2012

**Roles, Responsibilities:**

* Providing background verification consulting to domestic and international clients
* Performing team management activities like allocation of cases, TAT maintenance and escalation management
* Preparation of background screening presentations
* Part of Quality Management Team for conducting the quality checks and identifying the process improvement area

**Organization #4:** General Industrial Controls Private Limited, Pune

**Designation:** Assistant Accountant

**Work Period:** 09th Sep 2006 – 19th Jan 2008

**Roles, Responsibilities:**

* Generating sales invoice
* Bank reconciliation
* MIS reports to directors
* Sales reconciliation
* Interest calculation on cash credit and bank receipts
* Follow-up and maintaining of receipt of Form C and Form H

**Educational Information:**

* Bachelor’s in Commerce from Dr D.Y. Patil College of Arts Commerce and Science (2005) – Pune University

**Technical Skills:**

* MS-Office (Word, PPT and Excel)
* SAP Ariba (RFx and e-auction)
* Lexis Nexis

**Award & Recognition:**

* Individual Extra Miler Award – 2016
* Team Extra Miler Award – 2016

**Personal Details:**

* **Full Name:** Rijo Thankachan
* **Date of birth:** 12th Feb. 1985
* **Languages Known:** English, Hindi, and Malayalam
* **Nationality:** Indian
* **Passport Number:** K3595335 (date of expiry – 29/01/2022)
* **Address:** Glory Cottage, Behind Sukh Sagar Building, Near Ganesh Temple, Vikas Nagar, Dehu Road, Pune-412101. India.