**VARUN K DAS**

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**DOB** : 6th November 1989 **Address**: No 10, Santhanam Street, Mallika Nagar

Zamin Pallavaram, Chennai – 600117

A highly-organized professional with 8 years of experience in **Supply Chain Management/Procurement/Sourcing** seeking a Lead position in Sourcing and Procurement domain.

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| **Skills Summary** | **Functional Areas of expertise** |
| * SAP ECC * ARIBA * S4 HANA - FIORI * ORACLE EBS R12 and 11i (GLPROD and BIOPROD) * Salesforce, Trade Automation (Oracle), PeopleSoft Version 9, * Citrix Receiver * Advanced MS Excel, MS Outlook Express, MS PowerPoint, MS Word. * Power BI | * Sourcing and negotiation- IT and Non-IT * Master Data Management * Procurement * Contract Management * Spend Analysis * Vendor Management and registration * Supplier Life Cycle Management * Project Transition * Project Transformation * Leadership * User Acceptance Testing (UAT) and Pilot Testing * Order Management * Sourcing * Customer/Client Relations |

**Representative Projects**

Organization: **Capgemini Technology Services India Limited**

**Role:** Team Lead

**Duration**: May 24th 2021 to till date

# Responsibilities

* Handling a Dedicated team of 9 members
* Regular client interaction (Direct meeting and Webex, Skype meeting) to meet the client requirements in the project.
* Heavily involved in Contract management and sourcing of the vendors.
* Coordination with the cross functional teams AP, AR, Sourcing, Credit Risk, IT.
* Performed UAT and Pilot testing along with the SAP consultants for the new process transformation (migration) from SAP ECC to S4 HANA – Fiori.
* Working on SAP ECC, ARIBA and S4 HANA Fiori.
* Preparation of DTP, Trackers, Process flow chart during the transition process.
* Prepare MOM and track closure of all action items.
* S4 HANA – Fiori - handling and troubleshooting with SAP consultants.
* Spend Analysis
* Price variance Report (PPV Report)
* Working SAGO weekly collection Report
* Working on Tower Deck File Preparation
* Leave management
* Team work allocation

**Organization : CARGILL BUSINES SERVICES**

**Designation** : Senior Operations Buyer

**Duration**: April 17th 2017 to May 20th 2021

# RESPONSIBILITIES

* Handling a dedicated team of 8 members with different roles.
* Working on SAP TC2 and TC3, ARIBA and ORACLE
* Dealing with entire Supply chain Process.
* Procurement of IT Raw materials for various plants across North America and APAC.
* Procuring software license and Renewal with 100% compliances.
* Working on all the open purchase requisitions of the plant and making sure that the items are delivered on a timely basis.
* Working on Catalogue Purchasing by using Punchout catalogue in ARIBA.
* Working in between Plant and Supplier and make sure that items are delivered on time.
* Assist invoice team to post the invoice accurately.
* Handling escalations and grievances from Plants and suppliers
* Creating Purchase Orders as per the requirement of requestor.
* Working on Contract issues, Contract price change as per the quotations.
* Creating Request for quotation (RFQ) from multiple vendors and issue PO to the lowest bidder
* Working on the Strategic sourcing methods like Spot buy, Quick sourcing and LVR.
* Creating Purchase order through ARIBA catalogue
* Creating Monthly, Quarterly and annual volume of the team members.
* Point of contact for Plant, Suppliers, and Requestors.
* Teamwork allocation
* Regular Client Interaction (via Direct meeting, Cisco IP communicator, Skype and Team Meeting) to meet client requirement in project.
* Preparing Price Variance Report (PPV) on behalf of the procurement team.
* Preparing KPI Report, Matrix Report and Level loading.
* Attending weekly Matrix call.
* Working on updating the material on the contract and source list.
* Working with vendor master team to reactivate and deactivate the vendor as per the requirement and updating the email address, phone number to the vendor number.
* Following up with the Suppliers for the confirmation on regular basis.
* Following up with the supplier regarding Past due PO’s and make sure that PO’s are closed on timely manner.
* Working on Contract issue and contract price change as per the quotation.

**Organization :** **Wipro GE Healthcare Pvt Ltd**

**Designation**: Senior Procurement Officer

**Duration**: August 31St 2015 to March 31st 2017

# RESPONSIBILITIES

* Handling 68 legal Entities of GE with 10 member’s team.
* Working on SAP, ORACLE EBS (GLPROD/PRODERP/BIOPROD) Trade

Automation (TA) and GE Support Central Cases

* Preparation of KPI report, Case Metrics report and Level loading report.
* Preparation of PO and Receipts reject report.
* Generate Daily, Weekly, Monthly and Quarterly production reports and closing the Pending Purchase Order and Receipts during month end closing.
* Supplier Addition and Maintenance in SAP and Oracle as per the Buyer needs.
* Resolving supplier and payment issues as per the process SLA.
* Following up with the Suppliers for the confirmation on regular basis.
* Downloading the error rejection Purchase Orders and Receipts. Rectifying the functional errors based on daily interface monitoring report.
* Creating Purchase Orders and Receipts using SAP and Oracle Applications.
* Communication with the Vendor about the Purchase Orders & Receipts.
* Updating the missing Purchase Orders of the Receipts in ORACLE EBS.
* Create one-time Suppliers in ERPs.
* Validating the invoices by end of the day for payment after validating the invoices, pull the reports from the ERP and send the report to Support team to release the hold.
* Activating the Supplier Site and Setup the new supplier Sites.
* Supporting GE Global Helpdesk.
* Timely updating of SOP.
* Quality check for the new hires
* Working in a team where to ensure all SLA ‘s are being met for client by updating & reviewing Critical Reports like QC Report, TAT report etc
* Changes on purchase order such as price, Quantity, need by date, shipping address, line description, adding lines on purchase orders.
* Responsible to send work load with the allocation time to everyone in the team at the beginning of the day.
* Creating Commercial Invoice and GE Shipper's Export Declaration forms for Shipping Purpose

**Organization : XEROX corporation**

**Designation** : Procurement associate

**Duration** : December, 2012 – December, 2014

# RESPONSIBILITIES

* Providing support for Procurement of Indirect Raw material for GM for the various plants across US, Canada and Mexico.
* Working on all the open purchase requisitions of the plant and making sure that the items are delivered on a timely basis.
* Acting as a Commodity Head (Spoke) for around 5 commodities out of 32 Commodities which Xerox supports.
* Point of Contact for all plant, requesters, Suppliers and for the GM employees.
* Handling escalations and grievances from Plants, suppliers and Senior Buyers.
* Handling the payment issues and grievances from the Vendors and helping them to resolve the issues as soon as possible.
* Expert in purchasing software - SAP Enterprise BP1 and Olympic
* Doing Quality Checks and educating colleagues in cases of any mistakes or errors.
* Helping the other team members in resolving queries.
* Conducting training sessions for the newly joined employees regarding process and application training

**Achievements**

* Received Pragati Certificate for improving accuracy for SAP Remediation.
* Received Shining Star award for performance.
* Received **‘Feather in the Cap Award’** (for Performance) within 8 months in the project and received various appreciation email from onshore mangers and clients.
* Received second prize in “Kerala Branding” event, conducted as a part of “Shiksha –

The Management Workshop” held during the annual management fest conducted by IIM.

**Education & Credentials**

**Master in Business Administration** Grade: **First Class** 2010 - 2012 (Finance and International Business)

**Bachelor of Business Administration** Grade: **First Class** 2007 - 2010 (Business Administration)

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