

# Name Surname

Proven Leader In Procurement, Administration, And Supply Chain Strategy



samona@cvdesigner.in

+91-844 844 8780

Visit me on LinkedIn

## EXECUTIVE SUMMARY

A proven leader in procurement, administration, and supply chain strategy, I bring 28+ years of executive-level expertise in driving cost optimization, vendor management, and large-scale operational efficiency across logistics, retail, and manufacturing industries. Having led procurement functions for multi-million-dollar capital assets, infrastructure, and service contracts, I specialize in building high-impact sourcing frameworks, negotiating strategic vendor partnerships, and executing large-scale business expansions. Over the past decade, I have also played a pivotal role in enterprise-wide administration, overseeing real estate strategy, facility transitions, and compliance while managing end-to-end operational support for national and regional offices. My ability to align procurement and administration with business objectives has been instrumental in enhancing efficiency, reducing costs, and supporting organizational growth.

## STRATEGIC EXPERTISE & BUSINESS IMPACT

**Enterprise Procurement Leadership** – Established and led high-performing procurement teams, optimizing costs while ensuring seamless operations and compliance.

**Infrastructure & Expansion Strategy** – Spearheaded warehouse sourcing and office expansions, ensuring operational scalability and strategic vendor selection.

**Operational & Financial Excellence** – Implemented cost-saving initiatives, procurement automation, and contract optimization strategies, delivering measurable impact.

**Cross-Sector Procurement Mastery** – Deep expertise across logistics, warehousing, heavy engineering, and retail sectors, ensuring a comprehensive approach to supply chain and procurement management.

## WORK EXPERIENCE

APL Logistics (India) Pvt. Ltd.  
Sr Mngr – Admin & Procurement, South Asia Region  
March 2010 – January 2025

As the Senior Manager overseeing Procurement and Administration Services for the South Asia Region, I played a pivotal role in developing and leading the procurement function, alongside managing administration operations. I was entrusted with building and managing a comprehensive procurement department from the ground up, overseeing a diverse portfolio of capital assets, infrastructure, warehouse sourcing, and transportation management. I provided strategic direction in contract management, vendor negotiations, and operational administration, while ensuring cross-functional alignment to business goals.

### Key Accountabilities

- Procurement Leadership:**
  - Directed the entire procurement function for capital assets and infrastructure, including racking systems, warehouse equipment, DG sets, and office infrastructure.
  - Responsible for Pan-India contract management, spanning transportation, warehousing services, and implementation contracts.
  - Lead vendor negotiations, securing optimal pricing, delivery terms, and long-term contracts, ensuring both cost-effectiveness and quality delivery.
- Capital Expenditure Management:** Planned and oversaw Capex budgeting for the company's infrastructure and operational requirements, including warehousing and office equipment. Approved purchase orders and ensured timely execution, aligning procurement decisions with overall budget and company objectives.
- Operational & Administrative Oversight:**
  - Spearheaded administration services, ensuring seamless office transitions between parent companies (Neptune Orient Lines to Kintetsu Worldwide Express).
  - Managed real estate strategy, including the sourcing of warehouse and office spaces across Pan-India locations, supporting business expansion with optimal facility management.
  - Ensured that daily operations across offices and warehouses were managed efficiently, maintaining compliance with legal and business requirements.
- Stakeholder Engagement & Reporting:** Reported directly to the Vice President of South Asia Region, offering regular updates on procurement performance, budgets, and operational efficiency. Acted as a strategic partner to senior leadership, driving alignment between procurement and overall business goals.

## EXPERIENCE

28 Years of experience

Enterprise Procurement Leadership  
Infrastructure & Expansion Strategy  
Operational & Financial Excellence  
Cross-Sector Procurement Mastery

## LEADERSHIP AND PEOPLE MANAGEMENT

As a strategic leader, I cultivate high-performing teams by fostering a culture of accountability, agility, and continuous innovation. My leadership approach emphasizes mentorship, strategic alignment, and cross-functional collaboration, ensuring procurement and administrative functions operate as key enablers of business success. By developing robust supplier networks and negotiation strategies, I drive long-term value, operational resilience, and seamless enterprise-wide integration.

#### **Best Practices Implemented**

- **Procurement Process Optimization:** Introduced standardized **procurement workflows** that enhanced **vendor management, timely delivery, and cost containment** across all procurement categories.
- **Automation and Reporting Systems:** Implemented robust **reporting systems** to track and measure procurement performance, providing real-time insights into spending and operational impact.
- **Vendor Partnership Model:** Developed a **vendor partnership model** that fostered long-term collaboration, ensuring sustained value delivery, cost reductions, and high-quality service levels.
- **Risk Mitigation Strategies:** Introduced strategies for identifying and mitigating supply chain risks, ensuring operational resilience even in the face of market fluctuations or disruptions.

#### **Impact to Business**

- Successfully **built and scaled the procurement department**, which became a key driver of **cost savings** and **operational efficiency** across the region.
- Delivered **over 20% cost reduction** in procurement over the tenure by **renegotiating vendor contracts** and optimizing supply chain processes.
- Played a key role in **enabling the transition of APLL's offices**, ensuring seamless operations and **zero downtime** during the shift between parent companies.
- **Optimized warehouse sourcing and office space selection**, which led to **strategic cost savings** while supporting business growth with **well-located facilities**.
- **Improved operational agility** by streamlining administrative and procurement functions, resulting in faster decision-making and improved delivery timelines.

Future Supply Chain Solutions Ltd. (Future Group)

Asst Mngr – Central Procurement Cell, Pan India

June 2007 – March 2010

As an **Assistant Manager in the Central Procurement Cell**, I was responsible for managing procurement operations across multiple warehouses and business units within the Future Group's supply chain network. My focus was on **strategic sourcing, vendor management, and the procurement of capital assets and operational supplies**, ensuring alignment with the company's logistics and infrastructure needs.

#### **Key Accountabilities**

- **Procurement & Purchase Order Management:** Planned **monthly procurement requirements** for the business and managed the **release of purchase orders (POs)** accordingly. Coordinated closely with **warehouses** to ensure all operational and capital requirements were met.
- **Vendor Management & Negotiations:** **Evaluated, received, and negotiated quotations** from multiple suppliers to secure the most competitive pricing and delivery terms. Led negotiations with vendors for **better pricing, improved delivery timelines**, and favorable contract terms, ensuring consistency in supply and cost efficiency.
- **Capital Expenditure (Capex) Procurement:** Managed the **procurement of capital assets and operational items** for warehouses, including **racking systems, pallets, DG sets, MHE, office equipment**, and other related infrastructure. Oversaw **budgetary planning** for capital expenditure needs, ensuring that procurement aligned with budgetary constraints and warehouse requirements.
- **Inventory & Report Management:** Maintained comprehensive **inventory reports** and **CPC reports** to track procurement and stock levels across locations. Led the **costing of non-saleable items**, ensuring accurate tracking and reporting for budgetary and operational purposes.
- **Supplier Coordination & Timely Deliveries:** Ensured **timely follow-up with suppliers** to maintain continuous supply of materials and equipment, minimizing delays in warehouse operations. Worked closely with the finance team to ensure **timely payment to suppliers** and smooth procurement operations.

#### **Best Practices Implemented**

- **Centralized Procurement System:** Developed and implemented a **centralized procurement system**, ensuring consistent standards for evaluating suppliers, streamlining workflows, and improving visibility across all procurement functions.
- **Cost-Effective Sourcing Strategies:** Instituted **bulk buying** and **strategic vendor partnerships** to ensure cost-effective procurement, significantly reducing overall operational costs.
- **Enhanced Supplier Communication Channels:** Established regular communication protocols with suppliers to address delivery challenges proactively, ensuring continuity of supply and avoiding operational disruptions.

#### **Impact to Business**

- **Improved Inventory Turnover:** Led initiatives to optimize inventory management, resulting in a **20% improvement in inventory turnover** and reduced storage costs across multiple locations.
- **Reduction in Procurement Cycle Time:** Streamlined procurement timelines by **15%**, improving response times to operational needs and increasing overall warehouse efficiency.
- **Support for Business Expansion:** Played a pivotal role in supporting **future growth initiatives** by ensuring that procurement for infrastructure and operational items was consistently aligned with business expansion plans.

Pantaloons Retail India Ltd. (Future Group)

Procurement Executive

May 2005 – June 2007

The **Pantaloons Supply Chain department** later evolved into **Future Supply Chain Solutions Ltd.**, where I played a key role in streamlining procurement processes and strengthening vendor partnerships to support the company's expanding logistics operations. In my role as a **Procurement Executive**, I managed the procurement processes for various **capital assets and operational items** critical to the functioning of the company's store formats, such as **Big Bazaar, Food Bazaar, Central, Footmart, and Depot**. I was responsible for **end-to-end sourcing of non-sale merchandise** and managed the procurement of items essential to store operations, while ensuring that the goods were sourced efficiently and cost-effectively.

#### Key Responsibilities

- **Capital & Operational Procurement:** Handled the **procurement of capital assets** for warehouses and retail operations, including machinery, store fixtures, and equipment. Managed the procurement of **operational items** such as **point-of-sale systems**, **store furniture**, and **electrical systems** for various store formats across India.
- **Non-Sale Merchandise Procurement:** Oversaw the procurement of **non-sale merchandise** for **Big Bazaar**, **Food Bazaar**, and other store formats, ensuring that store operations were adequately supported. Negotiated with **vendors** and **suppliers** to ensure the procurement of high-quality merchandise at competitive prices.
- **Vendor Management & Negotiations:** **Evaluated suppliers**, negotiated pricing terms, and worked with vendors to ensure timely deliveries in alignment with operational needs.
- **Cross-Department Collaboration:** Worked closely with the **retail operations** team to understand the specific requirements for each store format and ensured the procurement process aligned with business needs.

#### Impact to Business

- Streamlined the **procurement process** for diverse store formats, ensuring **on-time delivery** of critical operational items and contributing to **increased operational efficiency**.
- Played a key role in supporting **store expansions**, ensuring that stores were equipped with the necessary assets and supplies for smooth operations from day one.

#### Indo Count Industries Ltd. (100% EOU)

##### Purchase Officer

June 2001 – May 2005

At **Indo Count Industries**, I managed the **procurement of textile machinery spares**, **packaging materials**, and handled various **administrative purchases**. This role was central to ensuring that manufacturing operations ran smoothly by maintaining an uninterrupted supply of essential materials while optimizing costs.

#### Key Responsibilities

- **Textile Machinery Spares Procurement:** Responsible for sourcing **spare parts** and **machinery** for textile manufacturing operations, ensuring equipment uptime and production continuity.
- **Packaging Material Procurement:** Sourced and managed the procurement of **packaging materials** for finished textile products, ensuring high-quality materials were consistently available for production.
- **Administrative Purchases:** Oversaw the **procurement of administrative items** such as office supplies, IT equipment, and facilities management tools, maintaining smooth day-to-day office operations.
- **Compliance Support:** Handled administrative duties related to procurement, including **documentation**, **ISO audit compliance**, and maintaining records for **procurement transactions**.
- **Vendor Negotiations & Reporting:** Evaluated and negotiated with **suppliers** for competitive pricing on machinery spares and packaging materials, maintaining a consistent supply chain. Managed **inventory levels**, ensuring the balance between demand and supply was maintained.
- **Inventory Optimization:** Implemented better **inventory management practices**, improving stock control and minimizing production delays due to material shortages.
- **Cost Management:** Introduced **cost-saving initiatives**, renegotiating supplier terms and optimizing procurement costs for machinery and materials.

#### Impact to Business

- Ensured **operational continuity** by maintaining a steady supply of essential spare parts and packaging materials, contributing to **on-time production** and **reduced downtime**.
- Contributed to **cost efficiency** by negotiating favorable pricing agreements with suppliers, resulting in significant savings for the company.

#### Simplex Mills Co. Ltd. (Nadan Damani Group of Industries)

##### Administrative & Purchase Officer

June 1995 – May 2001

At **Simplex Mills Co. Ltd.**, I was responsible for **purchasing machinery spares**, **packaging materials**, and other **engineering items** crucial to the manufacturing process. My role also involved **administrative support** to the procurement function, ensuring smooth operations across departments and maintaining essential documentation for ISO audits.

#### Key Responsibilities

- **Procurement of Machinery & Spares:** Managed the procurement of **machinery spares**, **engineering items**, and other technical supplies necessary for the manufacturing process.
- **Packaging Material Procurement:** Procured **packaging materials** for finished products, ensuring quality and compliance with company standards.
- **Vendor Communication & Order Management:** Managed **vendor communication**, receiving and analyzing quotations, placing orders, and ensuring the timely delivery of goods. Coordinated with the production team to ensure that **material requirements** were met without disrupting the manufacturing process.
- **Process Standardization:** Standardized procurement and administrative processes, ensuring consistency across procurement cycles and improving overall operational efficiency.
- **Documentation Management:** Introduced a **centralized documentation system** for procurement transactions, improving access to records and ensuring compliance during audits.

#### **Impact to Business**

- Ensured **smooth production operations** by maintaining consistent availability of **machinery spares** and **engineering items**, reducing the risk of production halts.
- Contributed to **ISO compliance** by organizing and maintaining records effectively, supporting the company's certification efforts and enhancing **operational transparency**.

Shree Ram Mills Co. Ltd. (S. Kumar's Group)

Purchase Assistant

June 1994 – May 1995

As a **Purchase Assistant** at **Shree Ram Mills Co. Ltd.**, I played a crucial role in supporting the **procurement function** for machinery spares, packaging materials, and engineering items. This position required a keen eye for **inventory management**, vendor coordination, and adherence to procurement policies to ensure a **steady supply chain** for textile manufacturing operations.

#### **Key Responsibilities**

- **Procurement Operations:** Managed the sourcing and purchasing of **machinery spares**, **engineering items**, and **packaging materials** necessary for textile production. Scrutinized purchase **indents** received from various departments to ensure alignment with operational needs.
- **Vendor & Order Management:** Issued **RFQs (Request for Quotations)** and tenders, evaluating supplier bids to ensure **cost-effectiveness** and **quality assurance**. Placed and tracked **purchase orders**, ensuring vendors met delivery timelines and conducted **follow-ups with suppliers** to prevent delays and minimize supply chain disruptions.
- **Inventory & Stock Control:** Monitored **stock levels**, ensuring that inventory was maintained at optimal levels to support seamless production. Managed **rejections and cancellations** of defective or substandard materials.
- **Repair & Maintenance Coordination:** Facilitated **repair and maintenance** processes by tracking materials sent for **repairs** and maintaining accurate records of returned goods.
- **Compliance & Documentation:** Maintained **procurement records** in both **manual and ERP systems**, ensuring accuracy and accessibility. Ensured procurement operations adhered to **ISO compliance requirements**, supporting audit readiness.

#### **Impact to Business**

- Enhanced **procurement efficiency** by reducing **lead times** and ensuring timely material availability.
- Improved **cost control** through effective **vendor negotiations** and **inventory management**, contributing to overall operational efficiency.

## **ACADEMICS**

B.Com - YCMOU - 2008