

Shantha Murthy K M

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Electronic City,

Bangalore, Karnataka

Pin code-560100

OBJECTIVE:

To build a long-term career in a company which utilizes my strong dedication skills and education background to achieve the company goals.

PROFESSIONAL SUMMARY:

4+ years of experience in the area of Sourcing and Procurement and Inventory management.

WORK EXPERIENCE:

Organization: Infosys Technology Solutions

Location: Bangalore

Role: Procurement Specialist

Tenure: Sep 2016 to till date

KEY AREAS OF PROFICIENCY:

- PR to PO
- RFQ, RFP and RFI
- Negotiation
- FMVA

ROLE AND RESPONSIBILITIES:

- Identification of opportunities for Savings and Spend Analysis.
- Identifying new Vendors for end user requirements.
- Requisition analysis, intervention and negotiating on price with suppliers and sending RFQ's.
- Identifying opportunities to route PR's via preferred suppliers, contracts and catalogs.
- Preparation of daily reports, Weekly reports, monthly governance (Deck).
- Connecting with clients on monthly governance calls.
- As an SME (Subject Matter Expert) for a region (South Asia) responsible for supervising/monitoring team members with their queries on process flow.
- Conducting team huddle as and when required and responsible for download on any new updates to team and to make sure that the same is been adhered by team members.
- Reviewing on quality report of team members productivity.
- Sending C-SAT survey emails twice in a month and maintaining survey reports.
- Hands-on experience with Coupa and SAP MM tools.

- Training new resources on the process flow completely followed by assessment and initial audit.
- Day to Day activities – Allocation PR's to Agents, Consolidation of team productivity, maintaining leave trackers, addressing mailbox queries from end users.
- Responsible for Individual productivity as well, handling email requests for selecting L1 vendors to end users and working on PR's to achieve individuals savings targets.

PROFESSIONAL SUMMARY:

2 years of experience in the area of global digital marketing projects.

ROLE AND RESPONSIBILITIES:

- Reviewing the Ad's according to the policy.
- Checking the quality of the Ad's and approving the Ad's to online.
- Checking the quality of the team members and updating in the TM(Transaction Monitoring)sheet.
- Doing RCA(Root Cause Analysis) for better results.
- Preparing quality reports internally.
- Conducting team huddles to promote process knowledge.

PERSONAL SKILLS:

- Ability to work independently and as a co-operative team member.
- Possess skills of problem analysis and quickly master new concepts and applications.
- Positive thinking with a high level of commitment and sincerity.

AWARDS AND ACHIEVEMENTS:

- I-Star for a stellar performance and critical contribution in achieving organizational goals.
- Pace Competition 1st Runner up Award For KM Tool.
- Client award for outstanding overall performance throughout the quarter.
- Individual extra miler award for consistently walking that extra mile with a positive attitude.
- Spot award for exemplary performance in upholding the spirit of Infosys.

ACADEMIC PROFILE:

- B.Sc Computer Science from VSKUB University(2016)
- PUC (PCMB) from Karnataka State board(2013)
- SSLC from Karnataka State board(2011)

PERSONAL PROFILE:

Name : **Shantha Murthy K M**
Father Name : **Mariswamy K M**
Date of Birth : **01/07/1995**

Sex : **Male**
Marital Status : **Unmarried**
Nationality : **Indian**
Religion : **Hindu**
Languages known : **English, Kannada and Telugu**
Hobbies : **Playing games and listening to songs.**

DECLARATION:

I do hereby declare that the above information is true and correct to the best of my knowledge, belief and information.

Place:

Date:

(Shantha Murthy K M)