
Procurement ~ Supply Chain Management ~ Contract Administration ~ Project Coordination

17+ years' rich experience in delivering optimal results & business value in high-growth environments

Proven expertise in Sales Management, Marketing, Project Coordination, and design consulting etc. Exhibits excellence in handling cost effective procurement and achieving significant savings through effective evaluation of vendors and developing cost-effective alternatives for various operations. Deft in providing contracting support, from pre-award through contract administration and close-out. Hard core negotiator with ability to finalize supply contracts on globally competitive terms. Excellent working knowledge of the federal, and agency procurement regulations, policy, procedures and guidelines covering different contract types. Demonstrated strengths in liaising with contracting principles to ensure compliance with contract specification and resolution of problems and issues. Adequate professional strengths in streamlining procurement and supply chain processes; proven acumen to develop effective procurement strategies and policies to achieve optimum cost of goods & services and overall procurement functions within the required time, budget and quality standards. Adept at identifying, sourcing and evaluating potential vendors coupled with excellent skills in consensus building, organization, and price negotiation, tendering and estimating long term and profitable contracts management. Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines.

PROFESSIONAL VALUE OFFERED

- Sales Management
 - Strategic Procurement Initiatives
 - Staffing, Development and Training
 - Continuous Process Improvement
 - Supply Chain Management
 - Business Development
 - Material Management
 - Cost Reduction
 - Vendor Development
 - Cost Rationalization
 - Project Coordination
 - Supplier Contract Negotiation
 - Supplier Sourcing/Tendering
 - Contracts Management
 - Resource Management
 - Interior Designing
 - SOP/MIS
 - Negotiation
 - Leadership
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PERFORMANCE MILESTONES

Life touch National School Studios

- Played pivotal role in developing contracting policy concerning all contracting activities.
- Initiated new contract review program, which reduced repossessions 25%.
- Primary point of contact for providing advice/assistance on Contract matters.

Boise Technology

- Successful in enhancing Account base by 50% and yearly contracts with 15-20% profit margin.
- Implemented the concept of MIS reporting to update the Management on regular basis.

Frank Parsons Paper Company

- Distinction of awarding several large contracts through effective negotiating skills.
 - Proactively contributed in increasing account base of over 100 clients at an average of 20% profit and increased sales by 10-30% YoY.
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CAREER PROGRESSION

Sales Representative, Life touch National School Studios, Chantilly, VA, Since 2009

- Responsible for managing Sales and account to Fairfax County elementary and middle schools.
- Judiciously handled all aspects of picture experience for schools.
- Interfaced and coordinated with school staff, parents and Life touch administration.
- Judiciously reviewed acquisition programs, purchasing and contracting activities to assess their efficiency and effectiveness in performing procurement functions.

- Organized various training sessions for the team to enhance their performance.
- Structured annual operational budget and implementing control measures to contain expenses within defined limits.
- Comprehension and assimilation of contractual obligations, rights, and scope of work. Engineered preparation of MOU's, Legal Drafting and other contractual documents.
- Drawn up plans for cost effective buying through long term procurement strategy in coordination with different agencies involved.
- Collaborated with a team in order to define and introduce projects, team members' roles, and key deliverables.

Project Coordinator, Business Interiors by Staples, Vienna, VA, 2008 to 2009

- Accountable for coordinating with sales team processes on large project furniture contracts.
- Associated closely in bid development and contract specification.
- Led & guided the team in managing order implementation through Team Design Software.
- Proactively contributed in managing projects through installation to final punch.
- Established procurement packages, and acquisition, reconciliation, inspection, acceptance and disposal plans.
- Judiciously handled functional and technical teams in the areas of pre-solicitation, solicitation, post-award, and closeout.
- Maintained and updated contracts related databases using Contracts Database systems.

Sales Representative, All Business Systems & Design, Chantilly, VA, 2006 to 2007

Interior Design Consultant, Arhaus Furniture, Fairfax, VA, 2004 to 2006

- Devised effective strategies and fetched big sales of furniture to the corporate and government departments.
- Efficiently liaised with the A&D community and developed huge business.
- Provided interior design services and assisted clients from inception to completion of their project.
- Implemented root cause analysis followed by corrective action in the areas of supplier sub-performance.
- Developed and implemented innovative system for ordering supplies and tracking inventory control.

Design Consultant, Domain Home Fashions, McLean, VA, 2000 to 2003 & 2007 to 2008

- Responsible for monitoring retail sales of high-end residential furniture and accessories.
- Drove the efforts to enhance client base by home consulting by giving effective design advice and space planning utilizing company proprietary software.
- Developed contracts documents i.e. source selection plans, pre-solicitation documentation, negotiation memoranda, contract documents, and vendor correspondence.
- Key contributor in negotiation, formulation, finalization, administration of services contracts, evaluation of tenders/Bids, and Pre-contract negotiations.
- Conducted pre-bid meetings with prospective bidders to clarify and freeze tender specifications.

Sales Representative, Boise Technology, Alexandria, VA, 1998 to 2000

- Assumed responsibility for monitoring commercial resale of hardware, software, consumables and IT services for technology division of Boise Cascade Office Products.
- Established contracts combining office products and computer products with new and existing accounts.
- Judiciously handled post award activities including Contract administration, Change Order management and close out.
- Created and administered all company intranet abstracts for all reseller agreements.

Sales Representative, Frank Parsons Paper Company, Chantilly, VA, 1992 to 1998

- Responsible for monitoring sales and marketing of computer products, paper, peripherals, custom forms, furniture and accessories to commercial accounts.

I.T. SKILLS

Ms-Office, Database Systems, GIZA 20 20 Technologies, ACT, Goldmine, SalesForce.com, Lotus, Internet etc.

References and Verifying Documentation Furnished upon Request