**Khaja Mubashir Uddin**

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**Career Objective**

Functional Analyst with 5 years of experience optimizing procurement processes and supply chain operations in fast-paced industries. Proficient in SAP Ariba, with a proven track record of driving cost savings, improving supplier performance, and streamlining sourcing activities. Skilled in data analysis, contract management, and cross-functional collaboration to ensure timely and efficient material flow. Adept at leveraging digital tools and analytics to support strategic decision-making and continuous process improvement.

**Key skills**

* Business Process Analysis & Optimization
* Procurement & Supply Chain Management
* SAP Ariba Implementation & Integration
* Data Modelling & Analysis
* ERP Systems
* Requirements Gathering & Documentation
* Stakeholder Communication & Management

**Professional Work Experience**

Company: Genpact India , Hyderabad

Designation: Business Analyst

Duration: Aug 2018 – Feb 2024.

**Deliverables: -**

* Worked on SAP Ariba supply chain logistics freight PO, Non-PO, contract invoices, and Audit for various regions.
* Comprehensive Business Requirement documents and functional specifications.
* Communicate with vendors to resolve shipment discrepancies and ensure on-time delivery.
* specialize in reporting work using Microsoft Excel macros, lookups, and pivots.
* Have strong knowledge of Invoice Reconciliation.
* Handle Business processes for Requisition, Ariba procurement catalogs, and invoice Automation
* Specialize in 2-way and 3-way match invoice verification.
* Maintain workflow design for procurement and approval process.
* Maintain effective communication with suppliers to track shipments and resolve issues such as backorders, shortages, or incorrect deliveries.
* Supplier onboarding and performance reports.
* Prepare and maintain accurate documentation, such as purchase orders, delivery schedules, and shipping/receiving logs.
* Generate reports on status invoices and highlight the pending invoice payments.
* Monitor the shipping and receiving of materials to ensure compliance with delivery schedules.
* Optimize transportation routes and modes to minimize costs and improve efficiency.
* Identify inefficiencies in material handling and delivery processes.
* Implement solutions to streamline workflows, reduce lead times, and improve operational efficiency.
* Collaborate with cross-functional teams to align on material requirements and project priorities.
* Giving training to the end users and internal teams after the kickoff meeting.
* Analyze supply chain data to identify trends, inefficiencies, and opportunities for cost reduction and process improvement.
* Collaborate with procurement, logistics, and inventory teams to ensure optimal material flow and timely delivery.Use SAP Ariba and other ERP systems to manage sourcing, supplier performance, and procurement activities.

Company : PGT Infra Projects

Designation : Planning Engineer

Duration: Oct 2015 – July 2018.

**Deliverables: -**

* Preparing plans for the purchase of Equipment and services.
* Managing Inventories and maintaining accurate purchase and pricing records.
* Collaborated with manufacturing teams to set working hours and capacity in line with production demands.
* Accurately managed Material Requirements Planning to ensure inventory supplies met production demands.
* Approving Purchases and maintaining accurate records.
* Preparing Budgets, cost analysis, and reports.
* Review Supplier proposals and Invoices.
* Track Inventory levels and manage purchasing activities.

**Computer & Applications Skills**

* Microsoft Excel
* SAP Ariba
* Automation Testing
* Analytics and Reporting

**Education Background**

* **Mechanical Engineering** from JNTU in 2014
* **Production Engineering** from JNTU in 2016

**Languages Known**

English, Arabic, Urdu, Telugu