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**Objective:** To take an active role in the emerging trends of industry and to utilize all my skills for an innovative contribution through perpetual smart work in Procurement Analytics and MI Reporting.

**Summary:**

* Expertise in Postgre SQL, MS SQL, Advanced Excel, Access, PowerPoint Presentations,
* Good knowledge on Tableau functions.
* Sound knowledge in SQL query writing skills.
* Strong Knowledge in understanding relational databases.
* Knowledge of creating data models on Omniscope Data Visualization tool.
* Passionate in learning statistics and applying them.
* Basic Knowledge on Qlik view and Alteryx BI tools.

**Professional Work Experience:**

**Current Organization:** HSBC as Procurement MI & Data Analyst

**Feb’2016 Till Date:** Working as Global Data Reporting Analyst for Procurement Analytics MI & Reporting team.

* Develop Dashboards on Tableau for different business units of spend.
* Administer user and user groups for dashboards created.
* Publish the Tableau dashboards to Category Managers.
* Create queries applying logics to extract periodic reports using Omniscope Spend application.
* Create bar charts and pie charts for category spend on Tableau.
* Create dashboards on monthly basis for Learning Spend globally and for global Accounts Payable.
* End to end knowledge in designing and deploying reports
* Translating user requirements into reports or analytical solutions
* Issue access for SharePoint for users.

**Previous Organization:** Genpact India Private Ltd.

**Designation**: Management Trainee

**Oct’2014 till Feb’2016:** Worked as a Management Trainee under Analytics team for **Novartis Pharmaceuticals in Genpact**.

* Reporting realized savings to, both, internal and external stakeholders.
* Maintain the Savings collecting from different Category Managers across all the Divisions and Analyzing the savings data and publish the Dashboard monthly
* Reporting the changes in the forecast and loading into the Save Track Application.
* Extract RAW spend data from ERP systems and cleanse the spend data, vendor normalization, assign proper business structure, assign commodity classification to level 3.
* Support other spend analysis processes in Genpact on vendor normalisation and vendor classification on requirement basis.
* Prepare the templates for category managers and send on managers
* Download the data from Inspector Ariba using queries.

**Sept’2012 Till Oct’2014:** Worked as Process Developer for **Nissan Automobiles**

**Designation**: Process Developer

* Prepare monthly report on pending PO’s & PO’s issued by the buyer’s. Provide visibility to the Indirect spend for a manufacturing major for Europe region.
* Extract the PR dump from the ERP systems.
* Separate the PR dump for different business unit’s and buyers.
* Validate all the PR’s and check if approvals required if any.
* Process the approved PR’s to PO’s & issue the PO’s to supplier’s..
* Prepare Monthly Dashboard on deliverables and PO amount
* Update the Vendor database and SOP’s for the entire process.
* Reporting process metrics weekly.
* Designed a robust process of updating the supplier database.
* Created end to end SOP’s for all the Repetitive adhoc requests.

**Mar’08 to Sep’10:** Worked as Process Associate for Indirect Procurement Team Vendor Management

* Maintain approved supplier/vendor database. [Monitor supplier](https://www.linkedin.com/jobs2/view/61344414?trk=vsrp_jobs_res_name&trkInfo=VSRPsearchId%3A2822513141436770636633%2CVSRPtargetId%3A61344414%2CVSRPcmpt%3Aprimary#88371771) /vendor performance through the administration of supplier/vendor & ask recommendations for additions to and deletions from the supplier/vendor database as appropriate.
* Handle and resolve System Interface issues.
* Helpdesk for indirect procurement transactions - SAP issues
* Assigning access to all new and existing users for various application used.
* Provide training to Suppliers on GTOP portal to raise the bids.
* Prepare and issue RFQ to candidate suppliers.
* Build and execute project per timelines.
* Analyze supplier responses and provide recommendation.
* Ensure procurement process well in line with the SOP and procurement policy.
* Reporting key business metrics to internal stakeholders on monthly basis.

**Rewards & Recognition**

* Rated as Strong developer for year 2017.
* Received bronze award in Jan’ 2015 for designing the SOPs for end to end process and adhoc projects.
* Received a bronze award in Apr’ 2015 for Extra mile Award.
* Received best debutant award in Nov’2014 from Novartis Procurement.
* Received a best lean award for the proposing the lean which reduced the time cycle in Vendor management process from 12 days to 3 days.
* Received HR catalyst certification.

**Technical skills:**

**BI Tools:** Tableau Desktop.

**Databases:** MS SQL 2014, Postgre SQL 9.4,MS Access

**Communication – Applications** - MS Outlook, Cisco WebEx and Lotus Notes.

**Education Qualifications:**

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| **Certified in PostGRE SQL** |  |
| **Masters in Business Administration**  CMR Institute of Technology | 2010-2012 |
| **Bachelor of Science.(Chemical Technology)**  Loyola Academy, Alwal | 2004 -2007 |

**(Madhu Rasoor)**