

Rajan Arora



Contact

Address:

H-3/120 A, Bengali Colony,
Mahavir Enclave, Dwarka, Sec-1,
New Delhi - 110045

Phone:

+91-9599224537

Email:

rajanarora199116@gmail.com

Skill Highlights

- Team Player
- Negotiation
- Event Management
- Vendor Management
- Customer Relationship Management
- Event Management
- Operational Coordination
- Process Adherence

System Known

MS-Office

Languages

English and Hindi

Summary

Professional with 10+ years of proven track record in managing, supporting & facilitating various organizational functions. Having exposure to diversified roles like customer service, event management, marketing & sales support helped me to monitor & understand the business closely & made me agile to maintain & achieve the schedule.

Experience

BAXTER INDIA PVT.LTD.

From 03/2021 till date

Website: www.baxter.com

**Company Profile: Pharmaceuticals
Manufacturer**

**Designation: Sr. Executive PSM (Purchase
& Supplier Management)**

Key Result Areas

- Indirect Procurement
- Order Process Management (Coupa/ JDE /Oracle)
- RFQ / RFP / RFI Process
- Vendor Management
- Cost Reduction
- Contract Management and Professional Services SOW execution
- Stakeholder Management
- e-Sourcing

PROCESS DESCRIPTION AND RESPONSIBILITIES

- Analyze spend & identifying the saving opportunities.
- To work collaboratively with stakeholders and guide them through procurement process and help in selection of suppliers as per company policies.
- Running competitive bidding as per the policy.
- Solicit RFx's and analyze proposals
- Creating, releasing & monitoring the PO process.
- Contract management with indirect suppliers
- Support achievement of cost savings targets.
- Maintain supplier relationships focusing on superior quality, competitive price, and timely delivery.
- Savings realization & reporting
- Vendor evaluation quarter-on-quarter basis to keep the pool enriching & cost effective.

Academic Qualifications

- Bachelors' in Arts

Hobbies

Listening to music , Travelling, Social
Networking

BAXTER INDIA PVT.LTD.

From 03/2015 till 03/2021

Website: www.baxter.com

Company Profile: Pharmaceuticals

Manufacturer

Designation: Marketing & Admin

Assistant

Key Result Areas

- Facilitating & providing support for various marketing initiatives
- Event management
- Vendor management & negotiations
- Process adherence
- Sales Support
- Expense Management
- Reporting
- Travel Facilitation
- Stock Maintenance

PROCESS DESCRIPTION AND RESPONSIBILITIES

- Supporting the facilitation of various marketing initiatives like printing of brochures, standees & other promotional items. Also maintaining stocks of assets & marketing inputs.
- Arranging & coordinating various regional & national level conferences, exhibition, new product launches, distributor business meet & other promotional events with more than 500 delegates attending different events.
- Working closely with the vendors for complete event setup & corresponding logistics to make it successful.
- Vendor management & negotiations to achieve best pricing of events & printing of marketing & promotional items without compromising the quality, resulting in cost saving for the organization
- Timely creation & release of Purchase Orders to ensure process adherence.
- Review the invoices, validate & process them for timely release of the vendor payments to achieve partner satisfaction as one of the key attribute of vendor management.
- Support & coordinate with the sales staff & warehouse team for machine allocation, logistics & dispatch of the machines & marketing inputs for sales support in the field.
- Taking care of the expenses of National Sales Team
- Preparing various reports like primary & secondary review report (monthly, quarterly & yearly).
- Travel arrangements like flight & hotel booking , reimbursement etc. for all India business heads
- Stock Maintenance, Assets record, Branding printing items, ID card, letter head, Visiting Card, Housekeeping, Pantry Stock, Stationary stock.

Deecatalyst Pvt. Ltd.

From 02/2014 to 02/2015

Website: www.deecatalyst.com

Company Profile: Travel portal & Corporate Event Management

Designation: Senior Operations Executive

Key Result Areas

- Handling Group Queries
- Handling Complete MICE operations
- Preparing Cost for Corporate off- sites/Meetings/Events
- Tour Escorting

Via.com

From 02/2012 to 01/2014

Website: in.via.com

Company Profile: Travel portal & Corporate Event Management

Designation: Senior Operations Executive

Key Result Areas

- Handling Group Queries
- Handling Complete MICE operations
- Preparing Cost for Corporate off- sites/Meetings/Events
- Tour Escorting

Serco BPO Pvt.Ltd.

From 04/2010 to 03/2011

Website: www.serco.com

Company Profile: BPO

Designation: Sales Executive

Key Result Areas

- Calling the potential customers for credit card sales
- Informing the customers about the features of the offered products
- Preparing Group Quotes and Itinerary
- Pre-& post tour/event execution