



Kuldeep Saini

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Professional Summary

Dynamic and results-driven Procurement and Strategic Sourcing Professional with 16 years of comprehensive experience in RFP management, sourcing strategy, contract negotiation, vendor management, and supplier enablement. Demonstrated success in delivering cost-effective procurement solutions that optimize operations and drive business value. Known for strong communication, relationship-building, and interpersonal skills, with a proven ability to collaborate across cross-functional teams and diverse categories.

❖ Experience

➤ Innova Solutions (ACS) Lead Procurement | Apr 2024 – Present



- Managing procurement operations PAN India and globally across professional services, IT, L&D, facilities, and marketing.
- Overseeing RFI/RFP/RFQ processes via systems like Ariba and Oracle Fusion.
- Coordinating with business units, signatories, vendor screening, and legal for end-to-end contracting and vendor onboarding.
- Managing documentation with DocuSign and maintaining project trackers.
- Leading tenders and updating central procurement templates.

➤ WNS-Denali Global Services Sourcing Manager | Jul 2021 – Nov 2022; Jul 2023 – Apr 2024



- Managed procurement for T-Mobile across professional services and marketing.
- Coordinated sourcing, contracting, and legal review using Ariba and POD Engage.
- Ensured documentation, compliance, and process tracking for procurement projects.

➤ BC Management Services Pvt Ltd. (British Council subsidiary) Procurement Specialist | Oct 2016 – Jun 2021



- Led negotiation, account management, vendor management, and the purchasing lifecycle.
- Drove PO lifecycle, supplier consolidation, spend analysis, and contract management.
- Managed more than 1000 vendors via the Intend internal portal.

➤ Tata Consultancy Services Ltd. (Passport Seva Project) Sr. Executive – Administration & PMO | Aug 2011 – Sep 2016



- Processed procurement requests, handled vendor sourcing, verification, and PO management.
- Implemented vendor management systems and ensured timely invoice processing.
- Liaised with finance for payments, reconciled POs, and delivered MIS reports.

➤ Oshin Medical Systems Sr. Executive – HR & Admin | May 2008 – Aug 2011

- Managed end-to-end recruitment, HR operations, and employee administration.
- Developed policies, maintained records, and participated in employee engagement activities.

➤ Persys Sdn Bhd (MTD ACPI, DMRC Project) HR Admin Executive | Oct 2006 – Apr 2008

- Led recruitment, payroll, attendance, employee relations, and office administration.

❖ Education

- **MBA (HR & Marketing)**, IILM Greater Noida (UPTU), 2007
- **BBA**, IMS Noida (CCS University Meerut), 2005
- **12th (CBSE)**, 2002
- **10th (CBSE)**, 2000

❖ Extracurricular Activities

- Winner, State-level Bharat Scouts and Guide Award.
- Active participant in cultural activities at academic and professional levels.

❖ Personal Details

- **Date of Birth:** 11th September 1982
- **Languages:** Hindi, English
- **Father's Name:** Mr. Ram Prasad Saini
- **Mother's Name:** Mrs. Bimla Saini

Skills

- Data Analysis & Spend Reporting
- Procurement & Sourcing
- Vendor Management & Onboarding
- Contract Management
- RFI/RFP/RFQ Management
- Portals worked on (Ariba, Oracle Fusion, DocuSign, POD Engage)
- Negotiation & Cost Optimization
- Stakeholder Management
- Legal & Compliance Coordination

Date & Place

(Kuldeep Saini)