

MONIKA VASHIST

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📍 Faridabad, Haryana, India

PROFESSIONAL SUMMARY

Results-oriented Sourcing & Procurement Professional with 10+ years of comprehensive experience in strategic sourcing, contract management, category management, and supplier/vendor relations. Adept at spend analysis, negotiation, and cost-saving initiatives with proven ability to lead cross-functional teams and drive process improvements. Skilled in working with global clients, project leads, legal teams, and C-level executives.

CORE COMPETENCIES

- Strategic Sourcing & Procurement
- Spend & Gap Analysis
- RFx & Contract Management
- Supplier & Stakeholder Management
- Process Improvement
- Budgeting & Cost Saving
- Risk Mitigation
- Category Management
- e-Auctions & e-Tendering
- SAP Ariba | ERP | Power BI

PROFESSIONAL EXPERIENCE

PROCESS LEAD – SOURCING & PROCUREMENT INFOSYS BPM, PUNE | MAR 2024 – MAR 2025

- Managing end-to-end category management including strategy development, spend analysis, and execution.
- Conduct spend & gap analysis for USA Talent Procurement; led projects that increased global spend under management by 16%.
- Lead sourcing, contract negotiations, and supplier evaluations with legal & risk team collaboration.
- Manage preferred supplier spend via FBC and Master Agreements.

ASSOCIATE MANAGER – SOURCING & PROCUREMENT AUTHBRIDGE, GURUGRAM | JAN 2024 – MAR 2024

- Identify potential suppliers through market research or preferred vendor lists.
- Communicate RFQs/RFPs and compare quotations, negotiate pricing, payment terms, and delivery schedules.
- Evaluate supplier capabilities, certifications, and compliance, Draft and review contracts (NDAs& MSAs).
- Ensure timely vendor payments in coordination with finance.
- Maintain procurement documentation for audits. Conduct internal checks to avoid fraud or non-compliance.

MANAGEMENT TRAINEE – CONTRACT MANAGEMENT
GENPACT, NOIDA | DEC 2021 – JAN 2024

- Led vendor onboarding, contract drafting, negotiation, and lifecycle management.
- Ensured SLA compliance, contract storage, risk mitigation, and dispute resolution.
- Conducted client analysis and chargeback reporting.

SUBJECT MATTER EXPERT – BILLING & COMPLIANCE
TELEPERFORMANCE, GURUGRAM | OCT 2020 – DEC 2021

- Managed billing audits and resolved discrepancies aligned with contracts and POs.
- Coordinated timely vendor payments and internal audit compliance.
- Maintained vendor relationships and invoice accuracy.

PURCHASE EXECUTIVE – PROCUREMENT & IT BUYING
HOTEL THE ROYAL PLAZA, NEW DELHI | MAR 2015 – AUG 2019

- Handled vendor negotiations, procurement planning, and contract lifecycle management.
- Managed IT hardware/software procurement, RFQs, and budget forecasting.
- Ensured cost control through strategic sourcing and price negotiations.

EDUCATION

Bachelor of Arts (Economics & English)

Delhi University | 2012

Senior Secondary (10th & 12th)

DSM Public School, Delhi | 2009

TECHNICAL SKILLS

- SAP Ariba, IDS, ERP Systems
- Power BI, Microsoft Excel (VLOOKUP, Pivot), PowerPoint
- Microsoft Outlook
- AI Tools including ChatGPT

LANGUAGES

English, Hindi and Punjabi

PERSONAL DETAILS

- Date of Birth: 19-Oct-1992