



# NUPUR SINGH

Age: 37 Years | Experience: 14 Years

Mobile: 8979073456

Email: nupursingh535@gmail.com



An Indian Air Officer from the logistics branch holding expertise in supply chain management, procurement and warehousing. 14 years work experience handling international supply chain with Western, Russian and domestic vendors. Has a positive attitude and is self motivated to align with the organisational goals. Always a team player and committed to mission accomplishment. Experienced in Project management, HR management and Appraisal system also.

## PROCUREMENT OFFICER

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## SUPPLY CHAIN SPECIALIST

- Ensured uninterrupted spare support for 14 different aircraft and weapon system of IAF, worth in excess of Rs 300 cr. The spare support enabled attainment of maximum operational efficiency for the end users.
- Continued follow on liaison with major Original Equipment Manufacturers (OEMs) like HAL, BDL, BEL & British Aerospace for hassle free supply chain. Greatly enhanced efficiency by documenting Standard Operating Procedures (SOPs) related to Receipt and Despatch through road and air centralizing information, and highlighting best practices across multiple divisions. Conceptualized and executed a major project of hiring and initiating a contract of civil trucks destination wise for dispatching Air Force goods to various user units of IAF, located all over the country.

## PROCUREMENT OFFICER

- Expert in identification and segregation of vendors for purchase for obtaining maximum value for money.
- Had an eye for detail and excelled in formulation of various documents which include RFP/RFI and further bid evaluation, supply order and contract.
- Handled multiple contract negotiations and post contract management plans. Instrumental in mentoring a team of 15 logisticians while making a paradigm shift towards e-procurement through digital platforms CPPP (Central Public Procurement Portal) and G-em (Government e-market) thereby achieving cost reduction up-to ₹50 lakhs. Implemented training to 50 IAF personnel on various issues of G-em (Government e-market) for smooth functioning and procurement for operational comments.

## HUMAN RESOURCE MANAGER

- Led a team of 150 personnel and carried out activities like recruitment, training, motivating them to achieve the organizational goal, appraisal.
- Associated with Air Force Families welfare association and have organised various events for welfare such as free medical camp, coaching classes and scholarships.

## EDUCATION

- MBA, Retail Management (Sikkim Manipal University, ) 2013 -2015
- BSC, Life sciences (Daulat Ram college DU, Delhi) 2004 -2007

## CERTIFICATE

- Basic and Advanced Logistics course
- Centre for Leadership and Behavioral studies
- Capsule course on G-em
- Workshop on Appraisal system

## ACHIEVEMENT

- Commendation by AOC-in-C 2017

## KEY SKILLS

- Procurement • Warehousing
- Inventory Management
- Distribution Logistics • Operations
- Contract management
- Contract negotiation
- Vendor management
- Project Management • Packaging