



# NUPUR SINGH

Age: 37 Years | Experience: 14 Years

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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.
- Experienced in shaping efficient sourcing, acquisition, and production initiatives, enabling timely distribution and delivery to end user
- 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

- Highly skilled in formulation of documents such as Requests for Information / Proposals (RFI / RFP), Bid Evaluation, Supply Orders and Contracts including post contract management.
- Demonstrated ability to build and maintain relationships with vendors and suppliers to ensure streamlined procurement, production and distribution activities
- 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

- Supervised 500 personnel of IAF including defense civilian, managing all their HR functions which included recruitment, training, leave management and appraisal
- Organizing work to ensure that activities are performed effectively, and to respond to fluctuating workloads



## 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
- Achieved 100 % serviceability of Air Force assets at one of the operational unit
- Envisaged and planned a facelift of a regimental shop and achieved 10 % increase in sales



## KEY SKILLS

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