



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
- Enforced safe practices while loading and unloading of air cargo and insisted on proper packaging to avoid any damage during transit.
- Maintained accident free warehouse of different aircraft and weapon systems spread over an area of 2500 Sq. mtr. effortlessly
- Lead and participated in problem-solving and continuous improvement projects regarding packaging, material flow or related logistics improvements

PROCUREMENT OFFICER

- Planning and executing judicious expenditure of annual budget within specified time frame at various operational bases.
- Highly skilled in formulation of documents such as Requests for Information / Proposals (RFI / RFP), Bid Evaluation, Supply Orders and Contracts including post contract management.
- Performing identification and segregation of vendors for local purchases for obtaining maximum value for money
- Increased vendor base by market survey and communicating with suppliers to operate more efficiently and generating competition to achieve maximum value of money
- Implemented training to 50 IAF personnel on various issues of G-em (Government e-market) for smooth functioning and procurement for operational comments
- 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.

HUMAN RESOURCE MANAGER

- Supervised 500 personnel of IAF including defense civilian, managing all their HR functions which included recruitment, training, leave management and appraisal



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 for professional excellence
- 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
- Managed procurement process, cost reduction, cost negotiation and vendor management at various units of IAF with a budget of 10 crores with a focus on obtaining best quality at the correct prices



KEY SKILLS

- Procurement • Warehousing
- Inventory Management
- Distribution Logistics • Operations
- Contract management
- Contract negotiation
- Vendor management
- Project Management • Packaging
- Leadership • Poised • Unflappable
- Strong Work Ethics

- Organizing work to ensure that activities are performed effectively, and to respond to fluctuating workloads
- Assisted as a member of ICC committee