

SUSAN JACOB

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14 Moeller Ct, Scarborough, ON M1E 5B9

OVERVIEW

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. A result oriented, intelligent, organized and committed individual, seeking a challenging position with highly reputed company to utilize skills and years of experience to fulfill the company's strategic requirement.

PROFFESIONAL EXPERIENCE

Machine Operator – Don Park Inc
Scarborough, Toronto, ON

November 2022 – Present

- Operate specialty machinery to fabricate, manufacture, assemble, or move products.
- Working with the supervisor to set up and assign the daily production by machine and by staff for the production area based on scheduling.
- Entering the **Data** of the products manufactured on day-to-day basis and handling machines adopting all safety standards.
- Read and understood blueprints, product specifications and tooling instructions to **plan** correct operational sequences and prevent materials waste.
- **Trained** and mentored 5 new hires to operate and maintain material handling equipment safely

Deputy Manager – Procurement
Shapoorji Pallonji And Company Private Limited,
Mumbai, India

June 2019 – December 2021

- Awarded approximately **150 plus Work / Purchase Orders** for various sub- Departments, Regional and Site level offices.
- Floated **RFP**, reviewed the quotes, conducted multiple rounds of **negotiation** with the senior management and prepared a cost sheet **forecasting** all the current demands-based prices.
- Identified and finalized **vendors/subcontractors** for multiple packages with an overall cost savings of 15 % for each package and prepared cost savings reports on a periodical basis.
- Extensive usage of **SAP** (Enterprise Resource Planning software) for creating Purchase/ Work Orders and issuing the same to the successful bidder along with Letter of Credit (LC).
- Developed new suppliers, subcontractors and service providers and increased the vendor database
- Prepared budget sheets for cost comparison of the market and company price for negotiation.
- To carry out vendor registration in **Vendor Portal** and update the same in **SAP** Vendor Master.
- Extensive usage of SAP and ARIBA for multiple packages

EDUCATIONAL CREDENTIALS

PG-Supply Chain Management – Global Logistics
Seneca College, Toronto, Ontario

2022

Post Graduate Program-Advanced Construction Management
National Institute of Construction Management Research, Pune, India

2017- 2019

Bachelor of Engineering (Civil Engineering)
Mahatma Gandhi University, India

2013-2017

PERSONAL COMPETENCY

Skill Set: Project management, Contracts & Procurement management, Team player, Negotiations, Relationship building.

Soft Skills: Effective Communication, multi- tasking, efficient time management, problem solving and critical thinking.

- Experience using **MS Word, Excel and PowerPoint, SAP,ARIBA**
- Strong knowledge in **HTML, SQL, STADD, AutoCAD & RIVET, ArcGIS**