

Prateek Kumar Singh

Buyer | Procurement Specialist | Sourcing & P2P

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UK right to work: Graduate visa valid until February 2028; no sponsorship required for current employment

PROFESSIONAL SUMMARY

Buyer / Procurement Specialist with 6+ years of procurement experience across electronics manufacturing, oil & gas CAPEX and procurement operations. Delivered £1.1M+ cumulative savings across £10M+ annual spend through strategic sourcing, supplier negotiation, alternate vendor development and localisation. Advanced SAP / Oracle ERP user with MBA, CIPS ethical procurement training and strong Excel / Power BI reporting. Immediately available across the UK.

CORE PROCUREMENT STRENGTHS

Sourcing & Categories: Strategic sourcing; RFI / RFQ / RFP and tender management; supplier benchmarking; direct, indirect, MRO and CAPEX categories; import sourcing; Incoterms; expediting; inventory and material planning.

P2P, Systems & Analytics: SAP ERP (MM / P2P, MRP-driven purchasing); Oracle ERP; PR-to-PO workflow; PO management; advanced Excel; Power BI dashboards; spend analysis and TCO reporting.

Commercial & Supplier Performance: Cost reduction and savings tracking; contract negotiation and lifecycle support; SRM; vendor due diligence and onboarding; supplier KPI / OTD / OTIF scorecards; governance, compliance and ESG.

PROFESSIONAL EXPERIENCE

Business Process Lead - Procurement, Tata Consultancy Services (TCS)

03/2024 - 11/2024

Procurement operations transition for a major UK public sector client; PR-to-PO / P2P environment

- Led PR-to-PO workflow transition, migrating 100% of active processes within 20 weeks with zero disruption to live purchasing.
- Processed PR-to-PO activity supporting £10M spend across multiple categories while maintaining policy, governance and spend-control compliance.
- Mapped and standardised workflows ahead of go-live; aligned procedures with governance frameworks and trained 4 staff on sourcing policy and vendor evaluation.

Procurement Engineer (CAPEX Buyer), Aarvi Encon - HMEL Oil & Gas Refinery

11/2023 - 01/2024

CAPEX purchasing in a high-volume refinery procurement environment

- Managed CAPEX purchasing in SAP, processing 20+ purchase orders daily while maintaining 100% audit-ready accuracy.
- Expedited deliveries across 20+ vendors, achieving 98% SLA adherence and zero supply-related production shutdowns through proactive logistics coordination.

Purchase Engineer (Buyer / Procure-to-Pay), Vivo

06/2018 - 09/2023

Manufacturing; multi-category direct and indirect procurement

- Delivered £1.1M+ cumulative savings across electronic components, mechanical and fixture parts, packaging, indirect and MRO categories through benchmarking, vendor development, import sourcing and renegotiation.
- Managed end-to-end RFI, RFQ and RFP activity, onboarding 50+ suppliers through vendor identification, qualification and due diligence.
- Improved supplier on-time delivery from 85% to 98% through KPI scorecards, SLA renegotiations and monthly business reviews with strategic suppliers.
- Delivered localisation across 30+ material categories during COVID-19, onboarding 7 local suppliers in 6 weeks and reducing lead times from 45 to 30 days.
- Improved contract management across 100+ supplier agreements, reducing cycle times by 70% and releasing capacity for higher-value sourcing.

Additional UK Experience (part-time during / after MBA studies)

10/2025 - present

UK workplace experience in fast-paced operations and customer-facing environments

- Operations Associate, Natural Innovations (01/2026 - present).
- Customer Team Member, Motor Fuel Group (10/2025 - 02/2026).

EDUCATION

Master of Business Administration - Loughborough University, UK

11/2024 - 12/2025

Operations Management, Business Analytics and Project Management; research project on AI-enabled contract management in procurement

Bachelor of Technology, Mechanical Engineering - Uttar Pradesh Technical University, India

06/2014 - 05/2018

CERTIFICATIONS & AWARDS

Certifications: CIPS Certificate in Ethical Procurement and Supply (2025); Strategic Sourcing Certification, Coursera (2023); McKinsey Forward Program (2025); Gen AI in Procurement (2026).

Awards: Star Performer of the Year, Vivo (2020 and 2021); TCS Gem Award, Tata Consultancy Services.