

Makeyla Palaniappan

Procurement Assistant

Profile

Dedicated Procurement Assistant with 1 year of experience in supporting procurement processes and managing vendor relationships. Adept at analyzing and streamlining purchasing procedures to optimize cost-efficiency and timely delivery. Skilled in conducting market research, preparing purchase orders, and maintaining accurate records. Excellent communication and negotiation skills, with a strong attention to detail and commitment to continuous improvement in the procurement function.

Employment History

Procurement Assistant at Nebraska State Government Procurement Services, NE

Mar 2023 - Present

- Successfully negotiated a 15% cost reduction on a \$2 million contract for office supplies, resulting in annual savings of \$300,000 for Nebraska State Government Procurement Services.
- Streamlined the procurement process by implementing a new automated system, reducing the average processing time by 40% and increasing efficiency in managing over 500 purchase orders per year.
- Coordinated with 20+ suppliers to ensure timely delivery of goods and services, achieving a 98% on-time delivery rate and significantly improving the satisfaction of internal stakeholders.
- Conducted market research and analysis on 50+ potential vendors, leading to the identification and selection of 10 new high-quality suppliers, expanding the agency's supplier network and enhancing its purchasing power.

Junior Procurement Assistant at Werner Enterprises, Inc., NE

Sep 2022 - Feb 2023

- Successfully negotiated supplier contracts that led to a 15% reduction in costs, resulting in annual savings of \$200,000 for Werner Enterprises, Inc.
- Streamlined the procurement process by implementing an efficient inventory management system, leading to a 25% decrease in lead times and a 10% reduction in stockouts.
- Developed strong relationships with key suppliers, enabling access to exclusive discounts and preferential delivery schedules, which contributed to a 5% increase in on-time deliveries.

Education

Associate of Applied Science in Supply Chain Management at Metropolitan Community College, Omaha, NE

Aug 2017 - May 2022

Relevant Coursework: Operations Management, Logistics and Transportation, Inventory Control, Procurement and Sourcing, Supply Chain Analytics, Warehouse Management, and Global Supply Chain Strategy.

Details

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Links

[linkedin.com/in/makeylapalaniappan](https://www.linkedin.com/in/makeylapalaniappan)

Skills

Negotiation

Forecasting

SAP proficiency

Supplier evaluation

Contract management

Inventory control

Microsoft Excel

Languages

English

Mandarin

Hobbies

Scrapbooking

Gardening

Pottery making