

## ALROY LOURENCE

☎ +91 8452843703 | ✉ [alroyglobal@gmail.com](mailto:alroyglobal@gmail.com) | 📍 Mumbai, India

### Summary

Highly efficient and results-driven professional with exceptional Financial & Administrative management and process development expertise. Proven success in end-to-end Procurement, Vendor, and Inventory Management, with hands-on experience in SAP. A quick learner and people-person, driven by a passion for continuous improvement and a keen interest in technology and global history.

### Work Experience

#### Sr Executive – Administration

NPCC Engineering Private Limited- Mumbai, India ( June 2024 - Present )

- Managed comprehensive office administration, including facilities, maintenance, staff transportation & insurance (GPA/GMC)
- Led end to end procurement activities including creating and managing Bills of Quantities (BOQ), issuing Purchase Orders (PO) and Goods Received Notes (GRN).
- Initiated, managed, and evaluated vendor bids, negotiating contracts and pricing.
- Oversaw IT asset management and office consumables.
- Reviewed, analysed, and managed contracts for compliance and accuracy.
- Tracked and renewed Annual Maintenance Contracts (AMC) promptly.
- Processed invoices, ensuring timely settlements and reconciliation of vendor payments and statements.
- Created financial budgets for the department and ensured proper tracking.
- Ensured compliance with organisational policies and procedures.

#### Manager - Administration

Pep Technologies Private Limited - mCaffeine, Goa, India ( May 2022 – May 2024 )

- Provided administrative support for day-to-day operations, ensuring efficiency across locations in Goa, Mumbai & Bangalore.
- Scheduled and assigned administrative projects, expediting work results.
- Managed facilities and maintenance activities.
- Assisted in onboarding new employees, coordinating orientations, and maintaining employee records.
- Oversaw travel management for employees across India.
- Developed Standard Operating Procedures (SOPs) for streamlined departmental functions.
- Managed procurement processes, including vendor management, purchase analysis, and invoicing activities.
- Managed physical and digital documentation, asset management, and IT infrastructure.
- Coordinated payment follow-ups with stakeholders and processed employee reimbursements.
- Liaised with government bodies and supported event planning for company meetings and activities.
- Performed regular follow-ups to ensure faster turnaround on tasks.
- Prepared monthly Management Information System (MIS) reports.
- Maintained confidentiality and handled sensitive information with discretion.

#### Finance and Administration Manager

Pearl Global Vietnam Ltd, Hanoi, Vietnam. ( October 2017 to March 2021 )

##### **Finance**

- Analysed budgets, financial reports, and projections for accurate reporting of financial standing.
- Partnered with auditors to prepare yearly audits and realised compliance with governmental tax guidelines.
- Developed budgets and strategic plans for day-to-day operations.
- Created organisational structures to improve accounting and finance functions.

##### **Administration**

- Managed the plant administration by overseeing the housekeeping, security , fire & safety .
- Managed maintenance of plant and machinery.
- Successfully built a new canteen and managed its operation for 1000 employees and expat staffs.
- Led the successful implementation of SAP for the factory, serving as the process owner to ensure comprehensive and accurate recording of all activities, from PR/PO creation and GRN to Work-in-Progress (WIP) and Ex-factory processes.
- Reviewed quotes from contractors to obtain the best price and service for organisation.
- Provided administrative support for several new projects in the Factory.
- Onboarded Vendors and a positive relationship was maintained with them.
- Interacted with vendors, contractors, subcontractors, and suppliers to guide the cost analysis process by establishing and enforcing policies and procedures.
- Analysed requirements and issued tenders for the purchase of new machines.
- Contract Management.

### **Business Analyst (Vendor Management)**

Boxania Innovative Solutions Pvt Ltd, Mumbai, India ( August 2015 – August 2017 )

- Handled the Office Administration effectively.
- Expertly documented SKUs, categories, suppliers, cost etc.
- Sourced products for our e-commerce website & retail store.
- Got Vendors onboard and serviced them.
- Monitored stock on daily basis at multiple locations.
- Did product costing on E-commerce websites & retail store
- Researched and suggested pricing for vendors to be competitive on the online marketplace.
- Actively involved in setting up a retail store from scratch.

### **Travel & Finance Executive**

Balaji Tours and Travels Pvt Ltd, Mumbai, India ( February 2012- June 2015 )

- Booked Air tickets / Car rental ( IATA )
- Managed the admin activities of the travel company
- Prepared monthly closings by creating journal entries and reconciling accounts.
- Generated Invoices to customers.
- Created a staff expense and reimbursement tracker.

### **Skills**

Administrative Skills, Facilities Management, CAPEX, Procurement, Purchase analysis, Travel Management, Financial Forecasting, Audit coordination, MIS, Material Management, Project Management, Change Management, Vendor Management, Leadership Skills, Plant Maintenance,SAP, Microsoft Office,

### **Education**

MBA in Supply Chain - Narsee Monjee Institute of Management Studies - 2024

Bachelor of Commerce – Mumbai University – 2013

IATA – Kuoni Academy – 2011

### **Languages**

English , Hindi, Konkani, Marathi, Vietnamese.

### **Personal Information**

Date Of Birth :- 05th June 1992

Marital Status :- Single

Nationality :- Indian

### **Declaration**

I hereby declare that the information stated above is true to the best of my knowledge.

Alroy Lourence