

CHIDINMA LOVETH, NKUMEH

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CAREER PROFILE

- An analytic and result-driven professional possessing over 10 years of progressive experiences spanning Project Management, SAP ERP, Commerce, Human Resource, Business Processes Management including Master data, data standard, data governance, compliance, and Procurement.
- An enthusiastic and ambitious professional with ability to manage, review, create, change, co-ordinate and maintain all procurement vendor master, sales, and distribution master data objects (SharePoint, Mendix, Zycus) in SAP across the organization
- Innowera and Microsoft Excel Savvy with success in maintaining and organising data (master data management), demonstrated ability to use critical and strategic thinking to resolve discrepancies, to deliver high value

COMPETENCIES

Excellent Knowledge of Master Data Management. Collaborative. Business Mindset and Customer Focused. Proficient in planning and Execution. Ability to drive Excellent analytical and problem-solving skills. Ability to develop programmes and manuals and follow up on time and in full. Proficient in presentation and communication.

HIGHLIGHTS

Co -developed business process workflows – Workflows that helped to protect our OpCo & company as a whole from reputational damage & eliminate all process waste with good knowledge of lean six sigma training.

WORK EXPERIENCE

Nigerian Breweries Plc. (Heineken OpCo.)

SOURCING OFFICER-BUSINESS SERVICES, PROCUREMENT UNIT | March 2014 – Present

- **Master Data Management** –Management of procurement vendor master data (commerce and distribution) by collaborating with each category (commerce, supply chain) to deliver high value and trusted master data.
- **ERP Management** – With over 8 years' experience in SAP, working with industry standard, regulations and guidelines in database warehousing and other relevant system.
- **Business Partnering / Supplier Management** –Develop a strategic working relationship with our stakeholders, understanding their requirements, collaborating with the team to quickly resolve customer complaints with the appropriate actions to ensure we achieve our business objectives.
- **Supplier Management** – Ensuring we have the right suppliers in place through a competitive pitch, ensure they comply to all standards through our quarterly SPM (supplier performance management). Effectively managed approximately 70 suppliers' request daily. Managed key strategic client relationships and fostered important successful business partnership.
- **Data Standard / Data Governance** – Develop and implement data standards as needed and ensure data integrity processes in the data governance is followed.
- **Collaboration** – Manages all source to pay operations and processes in my category like sourcing document approvals, conversion of PRs and timely issuance of POs to suppliers.
- **Compliance Check** – Maintain full compliance with the business processes and procedures and work instructions on vendor master data management and all audit requirement for all our strategic and non-strategic vendors.
- **Periodic Analysis** – Perform periodic analysis with the master data team on all system vendor data sets to ensure data consistency and integrity and point out areas where we can initiate data clean up measure with business to enhance the data quality.

- **Mendix Registration and Zycus On-Boarding** - Proper review of all the required document & upload to legal due diligence workflow for appropriate check before registration. Registration of new vendor on Mendix, ensure that all global & local data follows the data standard with all other supporting documents

HUMAN RESOURCES (Lagos Brewery) May 2012 – March 2014

- Oversees employees' records as a record clerk & ensuring all details in each file is accurate and up to date according to the data standard
- Use of SAP HR to analyse all invoices from various hotels and other suppliers for sign-off before creating purchase requisition.
- Follow up at various approval levels of the purchase requisition to ensure purchase order is generated
- Raise goods receipt for all the bills submitted from various suppliers.
- Oversees all items going out and coming into the brewery to ensure none is lost in transit

SKILLS

- Good presentation and communication
- Excellent analytical and problem-solving skill
- Agile Project Management ability
- Internal and external stake holder management
- Highly Proficient in Computer applications, ERP savvy
- Budget management
- Ability to collaborate and influence decision in a firm and friendly manner
- Proactive and detail-oriented and ability to execute project

KNOWLEDGE

- Excellent master data management in SAP.
- Proficiency with the use of mass upload tool (innowera)
- Proficiency in SQL
- Good knowledge of process improvement

EDUCATION

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| ▪ Master's in Business Administration | In progress |
| ▪ B.Agric (Hons) Agric. Science | 2007-2010 |
| ▪ A-Level Interim Joint Matriculation Board | 2005-2006 |
| ▪ West African Secondary School Certificate | 1998-2003 |
| ▪ First School Leaving Certificate | 1990-1996 |

CERTIFICATION / TRAINING

- Jobberman Soft skills Training Certification
- HIIT Plc Training on Project Management Professional
- HIIT Plc Training on Digital Marketing
- Continuous Process Improvement Trainings
- Business Intelligent Analytics

REFEREES

- Available on request