

Allan Andrew Villegas Navarro

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Age:36 Nationality: Mexican Civil status: Married



Languages: Native spanish, English for business, Advanced Portuguese.

Academic Formation:

Bachelor of business administration (2010 – 2014)

Technological University of México Campus Atizapán (UNITEC)

Job History:

INDRA/MINSAIT: Tech company

Position: SR Technical buyer

Period: april-2025

- Strategic sourcing of telecommunications infrastructure solutions, including colocation services, connectivity, network equipment, and implementation projects.
- Acquisition of Voice over IP (VoIP) services, ensuring SLA compliance and cost optimization.
- Procurement of Software as a Service (SaaS) solutions, including negotiation of subscription models, licensing structures, and mitigation of contractual risks.
- Management of public tenders in Brazil, ensuring full compliance with local regulations and technical and administrative requirements.
- Technical and commercial evaluation of suppliers through cost breakdown analysis, benchmarking, and total cost of ownership (TCO) assessment.
- Cross-functional collaboration with engineering, IT, legal, and finance departments to align technical specifications with contractual and budgetary conditions.
- Negotiation of prices, service levels (SLAs), penalties, and performance clauses, reducing operational and financial risks.
- Experience managing ARIBA and SAP MM platforms
- Strategic management of supplier relationships, focused on performance, continuity, and long-term positioning.

BT Group - BT COMMUNICATIONS DO BRASIL LTDA: Empresa de Telecomunicações

Position: SR buyer connectivity

Period: July 2022- December 2025

BT Group - BT LATAM MÉXICO, S.A. DE C.V.

Position: SR buyer

Period: February 2020 – July 2022

- Responsible for purchases, tenders and contract negotiations with suppliers in Canada, United States, Mexico, Brazil, Chile and Argentina for the category of connectivity in BT
 - Responsible for purchase, negotiation, renewal and migration of internet circuits and voice services.
- Contract management, negotiation of obligations and service level agreements (SLA)
- Development, negotiation and management of new suppliers
- Support in bids and RFX strategic purchasing process
- Historical price analysis (benchmarking)
- Strategic reports of negotiation and conclusion of projects, KPIs.
- Master User in purchasing ERP systems for the telecommunications category (Ariba) for contracts (Cirtuo) for savings, (Supplari) for expense analysis, (Riskmethods) for Optimus risk assessments (for managing the creation of lists with circuits and inventories)
- Registration of suppliers in the GFP system
- Support and management of Rubik Project contracts (Sale of BT legal entities in Latin America)
- Responsible for the duplication and assignment of BT supplier contracts for various categories, mainly the Telco category.
- Support in BT transformation activities
- Management of supplier contracts database
- Work in conjunction with the legal department to review and sign contracts.

Merck S.A.deC.V.: Pharmaceutical industry

Position: Senior Buyer Indirect

October-2018 / March-2019

- Purchases of indirect services for the Biopharmaceutical sector
- Negotiation of contracts with suppliers
- RFX strategic buying process
- Research and management of suppliers for the factory and site (MRO)
- Placement of purchase orders (ERP SAP R3)
- Contract management and migration
- Work with the legal department to review terms, agreements and signing of purchase contracts
- Attention and support to internal customers (Stakeholders)
- Registration of suppliers in Lotus Notes system
- Control and monitoring of purchase orders
- Follow up of payment to suppliers with the treasury área

- Creation of reports and performance indicators (KPI)
- Analysis of expenses and cost reduction
- Direct reporting to Senior Manager at HQ Germany

Mabe S.A de C.V.: Home appliance industry

Position: Service, procurement and logistics executive

September-2016 / May-2018

- Responsible for the supply chain of spare parts (washing) and export to the international sales area
- Management and registration of customers in the international spare parts supply channel at Mabe International
- Management of master customer database and administration of changes and updates
- After-sales service to the main customers and distributors of the Mabe brand abroad, mainly in the Middle East, Africa, Caribbean, Central America and Oceania regions
- Coordination of contacts and logistical control of shipments of spare parts, air, sea and land
- Receiving and managing customer spare parts orders and orders registry in the SAP system
- Demand and inventory planning based on sales forecast
- Interpretation and management of bill of materials (BOM) for acquisition of production materials
- Warehouse ins and outs processes.
- Management of international back-order of pending shipment orders
- Coordination with warehouse and finance for timely preparation of invoices to customers and preparation of packing lists for boxes and pallets
- Communication and internal logistical control for in-land container loading operations and consolidations and sea freight cargo shipments
- Purchase, management and order tracking with parts suppliers in Asian markets
- Notification and control of shipping documents for customers abroad
- Consultations and feedback for overseas customers on pricing, stock availability and purchase orders
- Preparation of replacement parts suggestions and their management in favor of the customer

Fiat Chrysler: Automotive industry

Position: Junior Buyer Indirect

September-2015 / August-2016

- Acquisition of indirect services and supplies for the plant and corporate, logistic and transportation services, facilities maintenance, contractors, rental of construction equipment and machinery, food services, cleaning personnel, maintenance services for production lines (MRO)
- Development and management of suppliers
- Management of bids with suppliers
- Strategic purchasing for multiple projects (strategic sourcing)
- Negotiation and management of indirect suppliers
- Placing of purchase orders
- Management of cross data files in SAP system and databases in excel reports and generation of (KPIs)
- Effective link with the Accounts Payable área
- Settler of payment differences with suppliers
- Support SR buyers in various administrative activities