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| **PERSONAL PROFILE & CAREER HIGHLIGHTS** |
| * An accomplished management graduate with a proven track record.
* **4+** Years of experience in **Supply Chain Management** and overall **7+** years.
* Well experienced in **vendor management** and **procurement** cycles
* Well experienced in **SAP – sales & distribution** module
* Certified **Tally** Professional
* Awarded as **best performer** on several occasions during my career
* Computer Proficient and skilled in **MS Excel** and **Word**
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| **Marital Status :** Married**Languages Known :** English, Tamil, & French**Date of Birth :** 02-Jan-1986 |
| **EDUCATIONAL QUALIFICATIONS** |
| * **MBA (Finance & Marketing)** in Karunya University, Coimbatore, India (*Graduation Year : 2008*)
* **B.Com (CA)** in AVS College of Arts & Science, Periyar University, India (*Graduation Year : 2006*)
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| **WORK EXPERIENCE** |
| Aug 14 – Till date | **Accenture Services Pvt. Ltd, India - *Process Associate*** |
|  | * Analyzed several data related to client specific applications
* Co-ordinated with a team of engineers to evaluate total project costing
* Prepared costing and other reports with the help of ERP (SAP)
* Co-ordinated with other teams for organizing vendor management processes.
* Prepared daily and weekly MIS reports on SAP
* Processed Invoice and related documents in line with client specific regulations
* Successfully trained several team members in Client requirements
* Awarded Top Performer in 2015
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| Jan 11 – Apr 14 | **Tata Consultancy Services, India – *Senior Process Associate*** |
|  | * Processed various client specific purchase transactions in English & French
* Led a team of seven with turn over targets in customer service and operations
* Prepared weekly MIS reports highlighting service capabilities and achievements
* Analyzed error reports and suggested methods to minimize them.
* Ensured QC in large volume transactions to prevent any loss
* Ensured that my team would meet SLAs and turn over targets
* Awarded Star performer and Champions league in 2012
* Received several spot rewards for zero error and process accuracy
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| Jun 08 – Dec 10 | **Arthanari Loom Centre Pvt. Ltd., India – *Procurement Officer*** |
|  | * Successfully sourced several supplier relationships for the company
* Successfully maintained vendor relations through regular visits & communications
* Experienced in negotiating terms and conditions with the vendor portfolio
* Ensured timely deliveries and raw material preparation
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