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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** | | |
| **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*) | | |
| **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 | |
| 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 | |
| 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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