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|  **Jeetu****Jeetu.252098@2freemail.com** |  |

***Career Objective:***

Seeking challenging assignments with reputed organization recognizing my true potential and providing sufficient avenues for professional growth nurturing functional as well as technical skills and competencies.

***Professional and Educational Background:***

* Certified SAP MM Associate.
* Certified Supply Chain Specialist (CSCS) from IIPMR, USA.
* 5+ years’ rich experience in Supply Chain Management Framework: Focusing on service to customers, standardizing processes to ensure high level of positive customer experience.
* Exhibited excellence in handling cost effective supply chain solutions; achieved significant savings through effective and innovative solutions.
* Thorough knowledge of Procurement cycle, Master data, Pricing, Account determination, Third party, Invoice verification, PR/PO Release strategy process, etc. in SAP MM Module.
* Previously worked as Team Member at Fidelity National Information Services.

***Summary of Skills:***

* Skilled in SAP MM Module and SCM Functions.
* In-depth knowledge of market research tools and databases.

**KNOWLEDGE IN COMPUTERS**

* Knowledge of ERP Systems and tools such as SAP Material Management: ***Procurement/Purchase/Inventory/Billing/Audit/Costing/Budget***
* Knowledge of Spend Management/Reverse Auction tools.
* Office Applications: MS Excel, Power Point, Word

***Employment Summary:***

**Previous Company :** Maersk Global Services Centre Pvt. Ltd

**Location :** Airoli, Navi Mumbai

**Period :** October 2011 to September 2016

 (4 years 11 months)

**Designation :** Supply Chain – Process Expert

**Roles and Responsibilities :**

* Analysis and preparation of the final loading list for the respective countries and send it to Local Ops and Capacity team for further Vessel planning.
* Confirmation of shipments sent to client post commitment, space and yield validation.
* End-to-end supply chain follow up for Business-to-Business customers.
* Complete knowledge of Export process, International trade practices and Incoterms- its types and specifications like FCA – Free Carrier, FOB – Freight on board, CIF – Cost, Insurance and Freight, DAT – Delivered at Terminal, DAP – Delivered at Place, DDP – Delivered Duty paid, etc.
* OTCS Bookings and Amendment team and completed migration of the process from Brazil Front office to India service center within the slated deadline.
* Engage in RFX initiation process including RFI, RFP & RFQ and comparing / reviewing proposal content.
* To co-ordinate inbound Supply Chain operation and monitoring inventory data across warehouses.
* Follow up on orders to ensure that materials are delivered on promised dates.
* Tagged as critical staff and during contingency been to Chennai location to ensure 100% BCP.
* Took initiative and suggested ideas to management which helps to increase process efficiency and accuracy and constantly look for ways to strengthen overall performance.

**Achievements: (Learnings)**

* Awarded for going the Extra Mile for sharing best practice and reducing manual intervention in adding charges for Value added services to the bookings.
* Also involved in Major projects like Longstanding.
* Have gone through workshops on Time Management and Process Improvement techniques.
* Submitted ideas which helped in reducing errors and saving man hours.

**Previous Company :** FIS (Fidelity National Information Services)

**Location :** Powai, Mumbai

**Name of Client :** O2 UK Telecom Service Provider

**Period :** April 2010 to October 2011

 (1 years 6 months)

**Designation :** Team Member

**Roles and Responsibilities :**

* Handling queries of incorrect billing, upgrading, terminations, and amendments via Email.
* Processing request like disputing transactions, billing cycle change, Crediting to customers’ accounts on their bills and promotion requests.
* Handling team in absence of Team Leader and to provide training to new team members.
* Maintaining report on daily basis and mail it to team leader for analysis.

**Previous Company :** Jagjeet Enterprises

**Location :** Lamington Road, Mumbai

**Period :** June 2007 to March 2010

 (2 years 9 months)

**Designation :** Sole Proprietor

**Business Line :** Wholesaler / Distributor

**Roles and Responsibilities :**

* Selecting new suppliers on the basis of their facilities, infrastructure, present customer base, nature of Items handled, and availability of technical skill and nature of items to be procured.
* Analyzing the quotations and maintaining the prices quoted by the vendors.
* Developed Sales strategies, carried out research to identify competition and locate potential customers.
* Increased profits by renting stalls in exhibition and selling our products directly to the end users.
* Financial administration including bookkeeping, billing and accounts preparation.
* Keeping track records of all Material Deliveries & Payments.
* Perform general duties including correspondence and follow-ups.

***Details of Professional / Educational Qualification:***

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| ***Course / Qualification*** | ***Year of passing*** | ***Board / Institute*** | ***% or Grade*** |
| Certified Supply Chain Certification (CSCS) | 2015 | International Institute for Procurement and Market Research, USA. | 70.00% |
| SAP MM Associate – (Material Management) | 2015 | SAP AG, Germany / Lithan Genovate. | 93.00% |
| B.A.F (Accounting & Finance) | 2007 | University of Mumbai / Smt.Chandibai Himatmal Mansukani College. | 62.00% |
| HSC | 2004 | MSBSHSE / Smt.Chandibai Himatmal Mansukani College. | 58.50% |
| SSC | 2002 | MSBSHSE / St. Josephs Bethany Convent School. | 64.26% |

***Personal Details:***

**Date of Birth :** 11-10-1986

**Nationality :** Indian

**Marital status :** Married

***Other Relevant Details:***

**Notice period :** Available, Can join immediately

**Holding valid passport? :** Yes

**Place:**

**Date:**

***I hereby declare that the above said information is true and correct to my knowledge.***

***Yours truly,***