**CURRICULUM VITAE**



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Objective:

To work with an organization where teamwork and co-ordination are of up most importance and where my practical work experience, solid academic background combined with sincere hard work can make an immediate contribution to the organization towards its success and growth.

Educational details:

* M.B.A. Honours with **First Class** (65%) in Sikkim Manipal University(2011)
* B.C.A Honours with **Distinction**(77%) in SDM College Karnataka University Dharwad(2008)

PROFESSIONAL EXPERIENCE (6.5 Years)

Organization: Oracle India Pvt Ltd

**Designation**: Senior Analyst

**Duration*:***  from 12 June 2014 to 6 Jan 2015

**Key Responsibilities:**

* Converting Requisitions to Purchase Orders.
* Follow up with the vendor towards the arrival of the goods at proper Time
* Coordinate with the end user for receiving the good in system.
* Follow up with PO’s with the respective vendors for the delivery of goods in scheduled time
* Closely work with Supplier data desk to get the supplier set up in the system.
* Monitoring the Orders on daily basis/ Collecting the stocks from vendors place/ Shipping the stocks on daily basis.
* Negotiate with the supplier for the better price and quality.
* Coordinate with the procurement contacts team to get the agreement signed by both the parties, the Supplier and Oracle.
* I am part of the Boot camp training team where training has been provided to all the new joiners who support procurement.
* Responsible for preparing and presenting Dashboard reports on a weekly basis to the management
* Invoice Resolution: Clearing all the hold such as overbilled, pricing, receiving, PO not approved, currency difference.
* Have good knowledge about the feeder processes such as AP-Invoice processing, Invoice Payment, Supplier data desk.
* Single point of contact for the supplier’s like Toshiba, ACSL, Dell.
* Conducting weekly calls with the top ten suppliers for smooth processing of invoicing.
* Worked on project named ATF ( After the fact orders).
* Single point of contact for all the quires related to tactical purchasing.
* Responsible to publish weekly holds report to all the vendors and management
* Responsible to publish weekly metric dashboard to the Vendors on pending Invoices with aging and reason.

Organization: SIEMENS INFORMATION SYSTEM LIMITED

**Designation**: Process Specialist

**Duration*:***  from 20th Oct 2010 to 30 Nov 2013

**Key Responsibilities:**

* Procurement and Supply chain management (Sourcing, Billing, Invoicing and service delivery).
* Purchasing, billing & amending Purchase orders, quotation approvals, outsourcing and helping towards business of continents, delivery with superior customer service by highly qualified IT and communications technology, Data Analysis Services and Customer Support Services.
* Application of lean concepts in the area of IBS (Internal Billing system) to resolve/optimize the issues concern to Invoicing, Billing and Sourcing.
* Work on Workflow forms for clearing the invoices.
* Maintains product administration and country price lists, and constantly strives to improve the way that we manage the internal order process to help improve our service to customers (Order management).
* Purchase request received through a tool called “My order tool”.
* Quantity and price updating for PO also Open/cancel/close PO.
* Responsible for Creation of standard Purchase Order in SAP.
* Responsible for Proof of Delivery (POD) and issue handling.
* Responsible for developing Standard operating procedures.
* Managing the metric in reducing the Invoices return from Customer.
* Documenting and analyzing the required information and data for the vendor management.
* Track open RMT (Remedy Management tickets) and report on status of issues open outside of SLA's.
* Effective communication with internal teams and external clients to deliver functional requirements with the clients and customer.
* Working as strategic buyer on negotiations creating savings to the company.

***Award and Recognition*:** I had been awarded for ensuring seamless service delivery and also trained and mentored the new joinee within 2 months of joining the process.

Organization: Genpact India Private Limited

**Designation**: Process Developer

**Duration*:***  14th August 2008 to October 15th 2010

Unison Order management team and Gate to PO Admin

**Key Responsibilities:**

* Handled GEAE Customer.
* Created new Sales Orders in Oracle according to the demand based on the Customer report.
* Rescheduled the demand according to the changes made by the Customer on a weekly basis.
* Amendment of PO’s according to Customer needs in Oracle.
* Was the One point contact for all the Customer queries.
* Participated conference calls, management meetings and department meetings to streamline the process
* Responsible for preparing and presenting Dashboard reports on a weekly basis to the management
* Responsible to train and mentor New Joiners on the process.
* Knowledge representative at a process level and take product specific decisions, controls and updates process documentation
* Clearing all Invoice rejections.

Areas of Expertise and Responsibilities:

Operating System: Windows 98/2000/XP/Vista, MS Excel, Making of MIS, Official Presentation

Responsibilities:

* SAP Material Management
* Work Flow Forms (Support Central)
* Oracle 11i,R12 and Cognos
* Presentation Skills

**Projects**

1. Project Name: Stimulation of TCP/IP Model

**Description:** Project mainly explains the working of TCP/IP model, OSI reference model, comparisons between the TCP/IP and OSI model.

**Front End** : Java

**Back End** : DBMS

2. Project Name: Survey on customer satisfaction in Maruthi

Description: Project mainly explains the various models of Maruthi comparison with its competitors.

Strengths:

* Result oriented
* Excellent negotiating and interpersonal skills
* Good networking skills with ability to build and utilize networks internal and external
* Proven ability to influence and collaborate
* Strong analytical skills
* Good communication and presentation skills
* Excellent ability to solve problems among the team members.
* Ability to learn new technologies and master things independently.
* Ever prepared to take up challenging and difficult assignments.

Personal Data:

**Date of Birth** : 29th Dec 1986

**Age** : 29 years

**Sex** : Female

**Languages**  : English, Kannada,Hindi, Malayalam.