

 **Anil**

**Anil.373581@2freemail.com**

**In quest of professional enrichment in BPO.**

####  *Excellence*

BSc [Chemistry], self-motivated & result oriented Professional offering almost 6+ yrs in BPO and 3 yrs in Plant handling, Materials Management, Supply Chain & Inventory Management and Team Management.

**ORGANIZATIONAL EXPERIENCE**

**WNS Global Services Ltd, Sr. Associate Jan 2013 to May 2017**

* Coordinating with suppliers by raising report,
* Export daily report through software,
* Timely support on coaching / Training issues.
* To ensure all SLA are delivered as per the agreed targets,
* Manage day to day planning,
* Ensure SLA are met in terms of manpower Report on team performance,
* Client feedback and daily activities correlate with daily work & report,
* Ensure smooth day to day operations,
* To coach mentor motivate and develop team individuals participate in organizational level activities and contribute to the overall development of the process and organization manage.

**Mphasis Limited, TPO Oct 2006 – August 2010**

**[Transaction processing officer]**

* Preparation of MIS report,
* Daily reported to Manager,
* Trained new employees,
* To ensure the Team / Process complies with requirements –Manuals, Periodic checks, etc.
* Formulating action plans & Performances improvement plans.
* Conducting team meetings,
* Taking care of appraisal and monthly review,

**TATA Johnson Controls Pvt Ltd, Procurement Executive July 2003 – Sep 2006**

* Successfully handled the project & procurement
* Visiting all major equipment manufacturing supplier’s workshop on regular interval to ensure timely completion and delivery of the equipment at site for commissioning.
* Ensuring the timely delivery of all the major equipment’s.
* Deal with technical commercial and contractual aspects of the tender
* Price negotiation and vendor management.
* Discussing with QC to finalize the quality requirement of the equipment’s.

**ACADEMIA**

B.Sc (Chemistry) Padmshri Vikhey Patil College (University of Pune), April 2003 (First Class)

**IT SKILLS**

ERP System,

Can operate all Operating Systems of Windows and software Packages of

MS Office, MS Power Point, and MS Project.

**PERSONAL DETAILS**

Date of Birth : 20th July 1981

Visa Status : Residence