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**FEBIN**

**Febin.383748@2freemail.com**

Visa Status: Visit

# *OBJECTIVE*

# Qualified engineer with 2 years of work experience as a Procurement Specialist. I hope to see myself working in an innovative and competitive organisation to contribute to individually and to my team with hard work, sincerity and dedication.

# *SKILL SUMMARY*

# TECHNICAL SKILLS

* MS Excel, Office, PowerPoint, Outlook
* ERP systems- Oracle**R11/R12/CLOUD, SAP, Maximo**
* Computer language: C & C++ [Basic level], HTML
* GSM, RTC, LCD (16×2), ATMEGA 16/17, AURDUINO, PCB
* Advanced diploma in embedded system(Linux OS, ARM)

# INTERPERSONAL SKILLS

* Confident, determined, hardworking, quick learner.
* To work under pressure and achieve targets.

# *PROFESSIONALSUMMARY*

# Work Experience:

**Oracle India Pt. Ltd**: April 2016 -up till- August 2018

Designation: **Analyst**

* **Creating Purchase Order** towards requests of Services & Products [IT, Real estate, Legal, Marketing, Facilities, Events, Food & Beverages] that are made on the **Oracle R12, CLOUD**.
* **Vendor catalogue management:** Working with Vendors to learn the pricing on their Goods or Services and choose between vendors for the service. Finally to prepare a Catalogue lists.
* **Review Agreement clauses:** Review contract terms and documents between Vendor
* **Reporting:** Maintaining open Reports of internal orders and of vendor details on regular basis to provide information to be updated.
* **Budget orders:** Handling high valued orders.
* **WebEx:**actively engage in monthly calls with select priority vendors to ensure their services have been paid for. We also discuss on on-going circumstances and find better ways to make the process much simpler on both ends.
* **SPOC for NORDIC countries:**I was theSPOC for all NORDIC countries. Successfully meeting the assigned tasks and goals to keep our payment record intact with the vendors.
* **Process support:** Supported to functional teams [scanning, payments, contracts, Invoicing]
* **Attaining KPI:** Active Discussions to realise, manage and prepare a work around.
* **Improved TAT:** Improving job quality & speedy work process.

# *EDUCATIONALBACKGROUND*

* Bachelors in Engineering – E&C [VTU]
* Schooling: St. Joseph’s Boys’ High School

# *Extra-curricular achievements*:

* Played Soccer for College University, Corporate level.

# *PERSONALINFORMATION*

**Nationality: Indian**

**Status: Single**

**Languages: English, Hindi, Malayalam, Kannada, Tamil, Arabic [Beginner]**

**Date of Birth: 16/03/1992**

**Gender: Male**

**Driving License: Yes (Indian)**