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**TASNEEM**

Email: [tasneem.382068@2freemail.com](mailto:tasneem.382068@2freemail.com)

**CAREER OBJECTIVE:**

Seeking a challenging and rewarding career as a Procurement professional, where I can contribute my knowledge and skills for growth and development of the organization and to implement solutions that meet the customer requirements.

**PROFILE SUMMARY:**

* Skilled and Dedicated professional having an impressive background in Procurement as well as in Administration for 3.8 years.
* Adaptable and a quick learner with skills to work under pressure.
* Able to prioritize in complex, fast-paced environment, good time management and Proficient in multitasking.
* Highly motivated with ability to lead and work effectively with team as well independently.

**EDUCATIONAL QUALIFICATION:**

2011 : B.Tech (C.S.E) from **Shri Vishnu Engineering College for Women, JNTU.**

2007 : Intermediate from **Surya Junior College, Board of Intermediate Education*.***

2005 :S.S.C FROM**Z.P.H.School.**

**IT SKILLS:**

* Operating System : MS-DOS, Windows 98/2000/XP/Professional/7/8/10.
* Packages : MS Office: MS-Excel, Word, Outlook And PowerPoint.
* SAP : Material Management(end user), Plant maintenance (end user)

**PROFESSIONAL EXPERIENCE:**

**Company Name:** Techpro Synergy Pvt. Ltd

**Location :** Hyderabad.

**Experience :** 3.8 Years.

**Role :** Procurement Executive

**Role & Responsibilities:**

* Creating the PR (Purchase Requisition) using ERP-SAP of all types according to the requirements.
* Verification of PR (Purchase Requisition) in terms of in line with scope of work, Last purchase Price, Previous purchase, budgetary offer.
* Sent enquiries to the various Vendors as per the material request.
* Contacting vendors for the RFQ;s , Prepared Comparison Sheets.
* Negotiated with the supplier for prices, payment terms and delivery.
* Experienced in creating Purchase order using ERP-SAP and after approval, sent those PO’s to respective vendors.
* Follow up with vendor for on time delivery.
* Receiving purchase order/items ensuring their compliance with agreed specifications and terms & conditions of delivery.
* Invoice tracking.
* Experienced in posting goods receipt.
* Managed day to day purchase activities.
* Reporting to Purchase Officer / Manager.
* Prepared Schedule of PO’s.
* Updating internal database with order details (date, Vendors, Quantity, Price, and Discount).
* Maintained updated records of Invoice and Contracts
* Maintained ongoing relationship with company vendors.

**SAP-Plant Maintenance** (End User)**:**

* Handle ticketing system through SAP-PM.
* Experience in create Notifications.
* Experience in create Purchase requisitions/ PM orders.
* Experience in close or technically complete PM orders.
* Experience in generate Preventive maintenance orders reports weekly and monthly.
* Receive the complaints/requests through mail/phone/in person.
* Allocate request number.
* Intimate to the concerned department.
* Receive Job status.
* Each step in the process is maintained in soft copy for reference.
* Solve routine issues and escalate complex issues based on priority.
* Ensure customer satisfaction through continuous status information

**Roles as an Administrator:**

* Daily maintenance of meetings and conferences for the team.
* Managed day to day communication involving all documentation, correspondence, presentation and e mail administration.
* Maintain office filing system (both paper and electronic).
* Prepare daily manpower attendance.
* Organized the office and maintained stationary & equipment.

**PERSONAL PROFILE:**

Date of Birth : 04-08-1990.

Nationality : Indian.

Visa Type : VISIT VISA (90 Days).

Marital status : Married.

Current Residence : Dubai - Deira.

Language Proficiency : English, Hindi, Urdu, Telugu.

I hereby declare that the above information is true and written with the best of my Knowledge.