

Annapurna Balekundri

CAREER OBJECTIVE

I am seeking a competitive and challenging environment where I can serve your organization and establish a career for myself.

PROFILE SUMMARY

Thoroughly proficient in all aspects of Supply Chain Management, PR to PO, SAP, RFQ, Customer relationship, Vendor Management, Project Planning and Operations.

CONTACT

PHONE:

+91-8792937764

EMAIL:

balekundriannu03@gmail.com

Language Proficiency:

English, Hindi, Marathi, Kannada

EDUCATION

2019 BCA

Govindarama Seksaria Science college | Belgavi

2016 PUC(Commerce)

Gogte Pu College Of Commerce & Science

2014 SSLC

Londa High School | Londa

WORK EXPERIENCE

INFOSYS BPM LIMITED.

Nov 2022– Present

Process specialist.

- Purchase Order, SAP – Raise purchase orders to suppliers on SAP, based on customer demand.
- Purchase order creation, extension, amendment.
- Vendor development – Responsible for finding the right vendor for quality supplies of material/resources with an aim of reducing cost while improving quality, and delivery.
- Performing Vendor Management to get suppliers onboard on the SAP ARIBA Network.
- Contract Management – Negotiation of contracts for favorable terms and conditions.
- Contracts and negotiations - reviewing of all vendor proposals to ensure all requirements are addressed and responsible for handling the purchasing duties obtaining supplier quotations, supplier negotiations for all projects.
- **Contract** - Managing contract renewals, Modifications, and amendments.
- Handling the escalation emails.
- Ensure vendor payment as per agreed payment terms.
- Timely management and coordination of sourcing requests
- Requirement - Responsible for floating RFQ to vendors, pricing negotiation, selection of vendor.
- Vendor Management & Improvement – Maintain vendor track records, ensure adherence to commitments to meet project requirement and provide feedback for service level improvement.
- Creating and Managing Templates for Contract, Sourcing, Events as per business requirements.
- Connecting with legal team and DPO team for the red liners/approvals in contract.

FIDELIS CORPORATE SOLUTION PVT. LTD

Process specialist

June 2022 – Nov 2022

- Performing the day-to-day activities of the Procurement Operations
- Purchase order creation, amendment of the order, and deletion.
- Interacting with clients and suppliers to support their requirements through diligent understanding of procurement operations and processes.
- Experience of managing contract management activities.
- Experience in contract management (amendment of requests, creation of new contracts, activation, and deactivation)
- Sourcing new vendors, rate comparison, vendor selection.
- Vendor Empanelment Process (Onboard new vendors).
- Master service agreement (Contract handling, connecting with legal team and internal stake holders for the approval)
- Checking the contractor's/Vendors progress and performance.
- Connecting with business team/project managers for the new requirements.
- Connecting with vendors for the contract related issues, Redlines, Clauses ,Payment term ,Contract term).

Skills:

Supply Chain Management
SAP MM Module (R/3
ECC 6.0)
IT Sourcing
Customer Services
Procurement
Vendor Development
Vendor Management
Contract Management
Budgeting & Human
Resources
Time Management
RFQ
PR to PO
Negotiation & Customer
Service
Inventory Control
Material Management
MS-Office (Word, Excel)
SAP Ariba procurement
Catalog/Non catalog
Upstream / Downstream

PERSONAL DETAILS:

Date of Birth – 30th Oct 1998

Marital Status – Unmarried

Nationality - Indian

TECHMAX ENGINEERING SERVICES.**Purchase executive.**

Jan 2020 – Feb 2022

- Good Overall Experience in P2P cycle (Procure to Pay).
- Proficient in Procurement processes like Purchase orders, goods receipt & invoice verification
- Request for quotation, maintaining quotation, goods receipt, goods issue & basic invoice verification.
- Releasing purchase orders & monthly schedules to vendors based on the requirement purchase requisitions.
- Sourcing, market survey leading to vendor identification, maintaining Vendor master data, material master data.
- Release RFQ, follow up for quotes, comparing quotes, and finalizing the vendor based on price and other quantitative.
- Ensure Vendor Follow up for time Material supply, Track delivery, works completion, follow up for bills, track movement of invoices from submission date to payment date.
- Evaluating the vendor's monthly delivery performance and sharing performance reports.
- Monitoring the contractor's progress and performance to ensure goods and confirm to the contract requirements.
- Maintaining safety stock & recognizing the re order point based on standard lead time & daily consumption rate.
- Knowledge of carrying out special procurement processes like Subcontracting, consignment, Stock Transport Orders, Stock Transport Packaging.
- Coordination with other horizontal departments like planning, quality & production.
- Involved in Sourcing Activities with sourcing team.
- Validating the inputs provided by the buyers and updating/creating the info record, source list, PO and quota in SAP MM