

CURRICULUM VITAE

Name: Tammali Sangeetha

Email: geetha123.thammala@gmail.com Contact No: +917386814609, 6302667845

OVERVIEW

Abilities in handling multiple priorities, with a bias for action and a genuine interest in professional development.

Self – starter, who learn and applies individual initiative to get the job done.

ACADEMIC QUALIFICATIONS:

Bachelor of Computer Science engineering from Mallareddy college of engineering for women.

M.P.C from Visvodaya junior college.

S.S.C from Vasavi Public School.

WORK EXPOSURE

Since June,2019 With GENPACT, Hyderabad as a Process Developer.

Work Experience: 5 years

Job Profile : Supplier Onboarding

Setting up a new vendor setup in ERPs Database across the Global Suppliers.

Monitoring and process all kinds of workflows on priority (Creation, Add site, Modification and Update)

Setting up the Banking details globally and validating Bank Documents and communicate with the requestor if we require any information for Bank Details.

Validate the Legal Documents which are related to those particular suppliers.

To Co-ordinate and work with team members to achieve the TAT.

Communicate with the requestors for updating and required any clarification confirmation on daily basis.

Work in a professional manner with co-workers to obtain necessary information in support of projects

Assist in vendor addition

Validating all the financial information of the suppliers

COMPUTER PROFICIENCY

Microsoft Office – Good Excel Knowledge- Vlookup, Hlookup, Pivot Table, Text to Column).



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STRENGTHS

Discipline and positive attitude with high sense of responsibility

My smart working nature gives me ability to work under any circumstances

I'm always punctual and hardworking

Ability to self-motivate and work independently

Quick Learner and have strong commitment towards work

PERSONAL PROFILE:

Name: Sangeetha Tammali

Husband's Name: Karthik kumar Tammali

Date of Birth:07-05-1994

Permanent Address: Plot No 18 Amaravathi Colony Almasguda, 500098, Hyderabad,
Telangana, India

Languages known: Hindi, Telugu, & English

Place: Hyderabad Signature

Date: (Sangeetha Tammali)



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