

CHALLA MOUNIKA

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RR dist, Telangana – 500013

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OBJECTIVE

To seek a challenging and rewarding career in the procurement field where I can contribute my knowledge and skills for the growth and development of the organization.

PROFESSIONAL SUMMARY

I have a total of 5 years of experience working in the procurement field. During this tenure, I was involved in a wide range of assignments such as:

- Sourcing vendors
- Purchase orders
- Sourcing materials
- Preparing historic data about vendors
- Material planning
- Tracking of vendor payments

SOFTWARE EXPOSURE

Operating Systems : Windows200, 2008, XP, Windows 8
Microsoft Office : Microsoft Word, PowerPoint, Excel

EXPERIENCE

Company : Megha Engineering and Infrastructures Limited
Designation : Engineer
Department : Procurement Department
Date of Joining : 12th June 2018 to now

ROLES AND RESPONSIBILITIES

- Perform procurement activities within established purchasing procedures by receiving material requests from execution departments.
- Coordinate with the execution departments for the in-time supply of required materials.
- Float for the RFQ for new items and finalizing the vendor by comparison of price, delivery time and technical specifications.
- Prepare rate contracts.
- Source new items for solving site issues.
- Prepare of purchase orders for the approved material indents.

- Coordinate with sites and vendors regarding material supplies.
- Coordinate with sites for material requisition notes (MRNs).
- Prepare monthly consolidated MIS reports.
- Coordinate with finance team for the overdue payments and yearly reconciliation of vendor accounts.
- Vendor assessment to strengthen the supply chain effectiveness.

SKILLS

- Vendor identification and analytical assessment.
- Vendor relationship management.
- Negotiation of products.
- Good written and verbal communication Skills.
- Ability to understand the technical specifications of the products.
- Sourcing of new technologies.
- Maintaining good relations with the vendors and the other departments within the organization.

EDUCATION QUALIFICATION:

B.Tech. in Mechanical Engineering from Gurunanak Institute of Technology, Ibrahimpatnam, Telangana (Percentage: 77.94%).

PERSONAL INFORMATION

Name : Challa Mounika
Father's Name : C. Narasimhudu
Gender : Female
Date of Birth : 16th April, 1996
Languages Known : English, Telugu, & Hindi

DECLARATION

I do hereby declare that all the above-mentioned details are true as of my knowledge.

Date:

Place:

Challa Mounika