G Sravani

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**Carrier Objective:**

Administrative support professional offering versatile IT asset management skills and proficiency in Microsoft Office programs. A strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

**PRESENT WORKING**: OCT-13-2022 Moglix B2B as a Assistant Manager for supply-sourcing

* Managing vendor relationships and conducting negotiations with suppliers to ensure quality and timely delivery of goods and services.
* Analyzing and evaluating supplier performance by tracking metrics such as quality, delivery, and pricing.
* Developing and maintain strong supplier relationships by conducting regular meetings, resolving issues, and negotiating contracts.
* Collaborating with internal stakeholders, such as operations, warehouse and logistics to ensure sourcing strategies align with the overall business strategy.
* ARC project (annual rate Contract ) take up.
* Vendor on Boarding , RFQ conversion on monthly basis ,productivity on Daily work flow of EOC.
* Analysing TAT Breach Cases, RFQ punching, PO punching & involved in End to end Process
* Responsible for all supplier Management.

**Experience: 1**

**FORBES MARSHALL**, from Oct 2021- to Till Date SEP 30-2022 as a PURCHASE OFFICER

**Company Profile:** M/s Forbes Marshall (Hyd) Pvt. Ltd (As an ISO Certified Company). Manufacturer of Pressure Gauges, Temperature Gauges, and Pressure recorders and all types of pressure accessories like Valve, Manifold, and Syphon etc. ISO Certified by TUV.

**Professional Summary:**

* Creating PR (Purchase Request) in ORACLE I Procurement. (R12 Fusion version )
* ASCP Release on daily basis.
* Day to day interactions with vendors for product & Price negotiation
* Vendor Development & Evaluation ,negotiation
* Component follow up to meet the timely delivery
* Cost reduction (preparing monthly wise graphs for reporting)
* Marinating alternate supplier for each components
* Maintaining a supplier approved list.
* Training vendors on improving quality.
* Regular enquiries for min 3 vendors for each component.
* Identifying suppliers to develop components as per customer requirements.
* Performed Audit functions with audit team finding the corrections which we need to develop.
* Locating suppliers continuously to update databases of vendors and Reporting vendor’s performance.  Timely submission of purchase bills, invoices with proper documentation  Updating Purchase records and documents in Share Point.
* Solving the purchase related queries and issues from internal customers with Vendors  New Vendor Development.
* Understanding of the entire P2plife cycle from procurement through to deployment.
* Updating Purchase attributes after LP approval.
* Involved In vendor quotations
* Maintaining Daily Expenses report in ERP & All Cash Vouchers is to be maintained which is related to purchase.
* Maintaining safety stock level of product on consumption basis.
* Correction of Supplier Lead time as per demand.

**Experience: 2**

**FLORAVIT HERBO REMEDIES**, from July 2020 to september 2021 as a PROCUREMENT ANALYST Professional Summary:

* Creating PR (Purchase Request) in **ORACLE**  I Procurement.
* New Vendor Development.
* Follow up for material on daily basis
* Updating Purchase records and documents in Share Point.
* Solving the purchase related queries and issues from internal customers with Vendors.  Understanding of the entire P2plife cycle from procurement through to deployment.

**Experience: 3**

Worked as a PURCHASE EXECUTIVE in **OXFORD GRAMMAR HIGH SCHOOL** from May 2017 to march 2020.

**Responsibility:**

* Understand diversified learning needs of students and aid in development and implementation of technology. In addition, assisting in the part Administration.
* Professional Summary:
* Involved in all school related Procurement items/ Assets like UNIFORMS, Class wise Books, Stationary Items, Xerox machine and Scanner, Admin procurement and etc.
* Involved in End-to-End Procurement Life Cycle activity.
* Approval of Purchase Request and creation of Purchase Order in the Oracle I Procurement.
* Reached different Vendors to get Quotation related to procurement.  Involved in the Negotiation while getting the quotation from vendor.
* Involved in the Invoice Payment.
* Maintaining all procurement related data in the Inventory (Excel).
* Ensuring the Quality & Quantity of material purchased.
* Material management planning for daily consumable material for the next one month billing status.  Creating daily, weekly and monthly reports as required by the management.
* Involved in the Payroll Activity.
* Using accounting tools wherever necessary.
* Preparing and analyzing accounting records and financial statements report.
* Checking the financial transactions are correctly recorded and in accordance with regulations.
* Purchase related all responsibility –New vendor development, price negotiation with vendor, PO releasing, material delivery and payment etc.,
* Preparing bank statement as a report and providing the same to office management.
* Making Adjustments &Repairs in school equipment’s such as tables, boards, chairs etc.,

**Traits:**

**SKILLS-**

* Records and Document Management.
* Spreadsheets/Reports
* Help Desk Support
* Executive Support

**Software Exposure:**

* Operating Systems: Windows 10, 8, 7 and XP.
* ORACLE DBA FUSION VERSION R12
* MS Office : MS Word-2007, 2010, 2013, 2016

MS Excel-2007, 2010, 2013, 2016 **Traits:**

* Able to work within established frameworks while creating new solutions and dealing with the unexpected.
* Strong orientation to detail and process, prioritization and time management skills
* Ability to learn quickly
* Ability to work effectively in a fast-paced environment
* Self-motivated
* Self-confidence and excellent leadership qualities  Patience and hard working.

**Educational Qualifications:**

* M. Com in commerce from Rayalaseema University, 2016.
* B. Com in commerce from Rayalaseema University, 2014.
* M.E.C in commerce from Rayalaseema University, 2011
* SSC in 2009

**Declaration:** I hereby declare that the above-furnished information is all truth and it is to the best of my knowledge.

**D.**O.B :31-05-1993

Place: Hyderabad (G Sravani) Date: