**CURRICULUM VITAE**

**Name – Soyeb Surti**  
Email ID – [soyeb.surti@gmail.com](mailto:soyeb.surti@gmail.com)

Contact Number – **8980024607**

* **More than 7 years of work experience in Purchasing Operations (SCM – Procure to Pay), Distributer Back Office and Post Paid Activation and Verification Department.**
* **4 years of work experience in Supply Chain Management on SAP/ERP in RFQ verification, Contract Life cycle Management Team, Creation of Purchase Requisitions/Shopping carts, Purchase Order creation, Goods Receipt Note and looking after end to end activity of P2P (Purchase to Pay) for Vodafone Shared Services India – Ahmedabad.**
* **1 year of experience working as Senior Executive(Team Coach) handling a team of 14 advisors of distributers in Back Office for GTPL Heathway Pvt. Ltd.**
* **2.7 years of experience of working as Assistant Customer Service (Post Paid Activation and Verification Department) for Vodafone.**  
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**Career Objective: -**

Looking for a challenging position in a professional organisation where I can enhance my skills and strength in conjunction with company’s goals and objective.

**Summary: -**

More than 7 years of work experience in Purchasing Operations (SCM), Distributer Back Office and Post Paid Activation and Verification Department.

* 4 years of experience of Supply Chain Management-Purchasing Operation Department (India & Global). For Vodafone Shared Services India – Ahmedabad.
* Experience of working in RFQ, CLM, Supply Chain Verification Team, Demand Fulfilment Team (PR Creation Team), Purchase Order Support Team.
* Did many eLearning Courses pertain to SCM i.e. Code of ethical purchasing, Anti Bribe Policy etc.
* Currently working in Demand Fulfilment Team (PR Creation) for network Supply and services requirement of India local markets.
* 1 year of experience in Distributer Back office in GTPL Hathaway Pvt. Ltd.
* Daily, Weekly and Monthly Reporting.
* 2.5 years of experience in Post Paid Activation & Verification Department for Vodafone -Gujarat.
* Good Inter-Personal, Presentation and Communication skills.
* Daily, Weekly and Monthly MIS & Dashboard preparation.
* Received several performance based cash rewards by the management.

**Professional Experience: -**

1. **Vodafone Shared Service India, Ahmedabad (From 29-Apr-14 to till date)**

**Department: - Purchasing Operation (Supply Chain Management – Procure to Pay)**

**Designation: - Executive**

**Roles and Responsibilities: -**

* Responsible for coordinating to vendor for quotation and pricing for required materials and Service.After receiving the pricing and quotation from vendor I send these details to SCM category manager for negotiation.
* Responsible for creation of Master Agreement & Outline agreement of vendor for recurring procurement.
* Responsible for Shopping Cart creation for on SRM Tool for operational requirements of the organisation
* Responsible for Shopping Cart approval on SRM Tool and initiate the same for further approval as per DOA.
* Responsible for creation of Purchase Requisition for network material and services like Pole & Towers, Routers, In building work, lease line connectivity etc. Also responsible for site Id and asset code creation from finance team for capitalisation of material.
* Responsible for Purchase Requisition approval in SAP.
* Responsible for conversion of PR to PO (Purchase Order) with proper pricing and relevant details like tax code, payment term ,vendor code etc.
* Responsible for resolving any issues that may come before Purchase Order gets generated in the SAP system.
* Responsible for resolving issues that arises due to Cost Centre/WBS issue and resolving the same.
* Resolving Work Flow issues which are come across while creation of Purchase Order from PR/shopping carts.
* Provides support to resolve any Invoice related query (tax code issue, payment terms issue, etc.) so that payment can be done to the vendor in time.
* Responsible for fetching various reports based on the requirement e.g. Shopping cart report, PR creation report, PO wise report, User wise report, Cost centre wise report, Open PO report, etc.
* Responsible for processing the Good Receipt Note and submitting the invoice to finance Team for vendor payment clearance.
* Proper understanding of various T-codes in SAP like ME2N, ME21N, ME22N, ME23N, ME51N, ME52N, ME53N, ME5A,KS03, XK03 and all reporting T-Codes.
* I went to Bangalore to providing training for SRM/SAP to teams working there.
* Went to Pune for KT (Knowledge Transfer) for Supply Chain Verification Process.
* Responsible for clearance of web cycles.
* To make any amendments/deletion of Purchase Orders and Purchase Requisitions.
* To help user collaborating with different departments and managers within Vodafone for any issues being faced by them while ordering/receiving goods/services or invoice posting.
* I have provided training to different team members within the organisation.
* I have received many appreciation Emails for my good work.

**Additional Activities Performed: -**

* Responsible for managing team MIS which includes daily productivity tracker, team data tracker, attendance tracker, daily and MTD user utilization report, etc.
* Daily, Weekly and Monthly Reporting to track different parameters.

1. **GTPL Heathway Pvt. Ltd. Ahmedabad (From 10 May 2013 to 26 April 2014)**

**Department: - Distributors Help Desk (Back Office): -**

**Designation: - Sr. Executive (Team Leader)**

**Roles and Responsibilities: -**

* Activation and deactivation of Set Top Box/Broadband connection.
* Team handling (Distributer Support Team)
* Maintaining inventory report
* Reconciliation of stock report of set top box.
* Co-ordination with distributors/Dealers for queries raised by them.
* TV channel package assigning to the subscriber.
* Providing process knowledge and training to the new joiners.
* MIS Reports preparation (Daily, Weekly, Monthly)
* Additional reports preparation like team attendance, productivity etc.

1. **Vodafone Gujarat Ltd (On pay roll of Adecco India Pvt. Ltd.) , Ahmedabad. (From 4 Oct 2010 to 5 May 2013)**

**Post Paid Mobile Number Activation & Verification Department.**

**Designation:- Assistant Customer Services.**

**Roles and Responsibilities: -**

* Responsible for activation and deactivation of post paid connection.
* Accepting logins from Sales Team .
* Assign all numbers for customer verification to verification agency.
* Migration of prepaid to post paid number.
* Creation of CUG connection
* CAF form verification.
* System audit of all Vodafone Store
* To Assign VAS service to the customer
* Responsible for the preparation of MIS reports

**Computer Skills and Proficiencies: -**

* Basic knowledge of computer
* Operating system: - Win98, Win2k, Win XP, Win2007,2010
* Package: - MS Office - Word, Excel, Power Point
* Internet: - Email, Surfing, Upload and Download data.
* SAP (Material Management) end user

**Education Qualification: -**

* MBA from Sikkim Manipal University.
* B.Com from Gujarat University
* HSC from Gujarat Higher Secondary Board.
* SSC from Gujarat Secondary Education Board.

**Personal Details: -**

Father’s Name:- Yunus M Surti  
Date of Birth :- 25th November, 1988  
Nationality :- Indian  
Marital Status:- Married  
Hobbies:- Net Surfing, Cricket, Music and Movies  
Languages known:- English, Hindi and Gujarati  
Permanent Address:- 3663, Middle Street, Mota Bamba, Nr. Kazi’s Dhaba, Jamalpur, Ahmedabad - 380001

**Declaration: -**

*I hereby declare that the information given is true and to the best of my knowledge.*

**Place: - Ahmedabad (Soyeb Surti)**