# Professional Summary

# Basic Qualification: Bachelor’s degree in Electronics and Communication Engineering (ECE)

# Work Experience Field:

# Procurement and Purchase Management (End to end Tender management as part of Supply Chain),

# Project Management (Telecommunication-Operations and Maintenance)

# Hiring and Resource Forecasting

# Information Technology (IT)

# Years of Work Experience: 6 Years

# Proficient in: SAP MM, SQL, MS-Office (Excel, PowerPoint, Word)

# Employment Experience

# Most Recent Employer:

# Optum Global Solutions (parent company- United Health Group)

# Hyderabad, India

# Senior Software Engineering Analyst

# November 2018 – April 2019

* Coordinated various aspects of **project from initiation through implementation with multiple teams involved across the globe**. Was part of Data management solution architect team and played the role of coordinating amongst various teams to perform gap analysis to meet the requisite objectives of merging various teams of **Business Operation** under one umbrella**.**
* Connected and coordinated with **senior Leaders** across different business span to understand **UHCs Business divisions** in detail and to understand Optum’s presence in UHC’s business. Have done detail research on **Employee and Individual (E&I).**
* Actively involved in **resource forecasting** for 06 different leaders in Operations Span. Worked with the **Talent Acquisition Team** and helped them map resources as per demands of the project and client requirements. (Tools used: MS Excel, Powerpoint)
* Have contributed to **screening and shortlisting of candidates** in line with planned manpower budget and organization structure. Also, ensuring requisitions are closed within the stipulated/agreed time by coordinating with the Talent Acquisition Team. Maintained hiring tracker.
* Acted as a **People Manager** and have led a testing project team of 6, who worked on regression testing of a pharmacy management tool.
* Good in building relationships; possess solid communication skills to effectively articulate information to others.
* Worked with Senior Leadership for all project and recruitment related matter.

**September 2015-September 2018**

**Deputy Manager**

**Brahmaputra Crackers and Polymer Limited (Petrochemical Industry- A Govt. of India Enterprise)**

**Dibrugarh, Assam, India**

BCPL is a 1.5 Billion USD project that produces raw material (LLDPE,HDPE and PPU)for the Plastic and Polymer industry. The project is in its operation and maintenance phase (O&M) and generating an annual turnover of 2.46 Million USD.

* The role demanded **strong technical expertise** of plant and pipeline communication related operation activities for performance delivery at the highest level. Handled new **projects** of installing optical fibre networks (USD 150000) across three major units of the organizations, SCADA and Leak detection system (10 Million USD) and have handled many other **operations and maintenance** issues in the plant.
* Handled **contract and procurement** across the value chain - from getting **budgetary estimates from vendors** to **raising PR (Purchase Requisition)**, preparing **RFQs (Request For Quotation)**, managing the **tender process end to end**, **awarding contracts**, generating POs (**Purchase orders**),final delivery, inspection and closure of contracts. (Tool used**- SAP MM**)
* **Conversant in Trade and Logistics**: Import-export procedure, logistics, shipping, freight forwarding, payment systems, **INCOTERM 2010 standards**, international trade, financial payments, **contract management, negotiation** and co-operation with various authorities.
* Coordinated the overall **procurement and return process mechanics**.
* Monitor and review **Bill of Material** (BOM) requirement.
* Track engineering changes, alternatives, substitutions and prepare analysis.
* **People Management**-Have managed a team of 20 technicians and engineers. Have led them over certain exigencies and duties at fields and at site.
* Contributed towards **interviewing and hiring** of talents for apprenticeships, technicians and executive level engineers and officers.
* Tracking and sanctioning of all bills for service contracts.
* Have facilitated and coordinated Board meetings and Annual General Meetings of the organization.
* Have been sole women representative of the organization at various Government held programs and initiatives.

**June 2013- August 2015**

**Project Engineer**

**Wipro Technologies Limited**

**Hyderabad, India**

Worked as a test engineer on a project in the energy and utilities domain and fulfilled the requirements of developing a security system application using SQL/PLSQL.

* Responsible for writing High-level test scenarios, detail test scripts.
* Status reporting on day-to-day basis.
* Day to day engagements with clients by effectively gathering, managing and documenting business requirements**.**

# Education

July 2013 B.Tech in Electronics and Communication

Vellore Institute of Technology Vellore, India

CGPA: **7.9/10**

July 2009 Senior High School (CBSE, XII Grade)

Army School, Narangi, Guwahati India Percentage: **88.83**

July 2007 High School (CBSE, X Grade)

Delhi Public School, Vadodara , India Percentage: **93.2**

**Personal Data**

**Date of Birth**: 17.12.1991

**Country of Origin**: India

**Visa Status**: L2

**Residence**: 921 139TH Ave NE , Bellevue, Washington, USA