

## RESUME

### SANGEETHA MALLAISAMY

I409,TVS Emerald Green Hills Apartment,  
Alapakkam, New Perungalathur,  
Chennai-600063

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Email: sangekarthi27@gmail.com

#### Objective

With innate desire, getting elevated in the field assigned, exploring my skill set and working hard true to my conscious for the enlistment of the firm.

#### Work Summary

Having 3.7 years of experience in Business development process. Specialized in Procure to pay, Special procurement , RFP and RFQ's and Customer Service.

#### Work Profile @ Avantor VWR

Experience: 10 Months

##### Job Title: Associate

- Analyze Clients' business requirements and provide the best solution or alternative.
- Communicate client's business requirements by constructing easy to understand data.
- Collaborated with the stake holders across the globe to ensure business alignment.
- Encourages interaction and the exchange of ideas, concerns and proposals between departments to facilitate solutions to problems. Works with cross-functional teams to solve complex problems.
- Do market research of products and organisation to learn the trend to support the stake holders.
- Creating, consolidating and maintaining reports and dashboards to report to top management.
- Engaging through calls, email, chats and self-service in a B2B environment.
- Generate reports of our sales Rep's on their monthly business.
- We work with our vendors for the open items of our clients to expedite the order.

#### Work Profile @ VWR International Pvt Ltd

Experience: 2.7 Years

##### Job Title: Associate

- Strong knowledge of SAP MM Procurement Process.
- Good experience in Material Management Master Data (Vendor / Material/ Source list/Info record/t / condition records / service master etc.)
- Providing customers with the best and cost effective products (with the knowledge on competitors in realm of life science and otherwise)

- PO Processing and Modification.
- Good exposure on complete P2P cycle.
- Calling various International vendors to procure special pricing to meet customer satisfaction.
- Providing Excel oriented solutions according to work requirements.
- Assisting the New joiners.
- Key Responsible for the team's sub process called new cross, where in manually found best alternative products are uploaded in SAP data base to retrieve the best alternative automatically in the next time.
- Identified and recommended products, technologies and vendors to meet budgetary constraints of projects and programs.
- Interfaced with cross-functional team of business analysts, developers and technical support professionals to determine comprehensive list of requirement specifications for new applications.

#### **Work Profile @ Redington India Limited**

**Experience: 4 Months**

#### **Job Title: Commercial Executive**

- Facilitating the sales activity, Handling enquires, maintaining database of customers and dealers, market development.
- Coordinating with the branches and vendors via mails / telephones, preparing reports.
- Maintained routine communication with clients to assess overall satisfaction, resolve complaints and promote new offerings.
- Demonstrated products and specific features at customer locations and special events.

#### **Skills**

- Process improvement
- Product promotions
- Team worker with good communication skills.
- Innovative and flexible.
- Easily adaptable to any environment

#### **Computer Skills**

- MS-Excel
- MS-Word- Intermediate
- MS-PowerPoint- Intermediate
- Adobe Photoshop - Intermediate

#### **Educational Qualification**

**Aggregate percentage**

**B.Sc (Bio Technology)**

61%

PSG COLLEGE OF ARTS AND SCIENCE (AUTONOMOUS)

Coimbatore

**Higher Secondary**

AROKIYAMATHA MATRIC HSS

73%

Pollachi

**Secondary**

PSGR KRISHNAMMAL HSS

87%

Coimbatore

**Trained On:**

- 7 QC Tools
- Supply Chain Management Basics
- Order to Cash

**Extra and Co-curricular Activities**

- Active member of “Thinkers forum”, PSGCAS.
- Participated in the Seminar “Biological Nanostructures” held on 25<sup>th</sup> September 2009 at PSGCAS, Coimbatore.
- Passed Certificate course in Bioinformatics with “**First class with distinction**” through PSGCAS.
- Active member of the EKTA Women’s club at VWR.

**Personal Profile**

- Date of Birth : 19<sup>th</sup> Oct 1991
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Languages known : English & Tamil

**Declaration**

I declare that the details furnished in this resume are true to the best of my knowledge.

Date: 23-09-2023

Place: Chennai

SANGEETHA.M