

YANAMALA SOWJANYA

H.No: 1-32-175/1, Kanajiguda, Dairy Farm Road Thirumala Nagar, Indian Oil
Petrol Pump, Hyderabad-500015
9951793065 | yan.sowjanya95@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Company: India Government Mint, Hyderabad (A unit of Security Printing and Minting Corporation India Limited) - Under Third Party Payroll** 1st May 2019 - Present
Office Consultant (Procurement Department)

Responsibilities:

- **PR** (Purchase Requisition): creating the purchase requisitions in **SAP** as per the requirements of the user's department.
- Purchase requisitions are forwarded to the approval (release) process.
- Work related to **tenders** from users.
- **RFQ** (Request for Quotation): creating an **RFQ** with reference to a purchase requisition in **SAP** and inviting vendors' quotation.
- Preparing comparative statements and evaluating the tenders.
- **Negotiation** with vendors.
- **PO** (Purchase Order): issuing purchase orders to vendors.
- **Empanelment** of vendors (registrations).
- Correspondence with vendors and internal noting.

Education

- **St.Agustine PG College, Ghatkesar, Hyderabad** 2022
Master of Business Administration (HR)
A Grade
- **Haindavi Degree college, Hyderabad** 2017
BSC (MSCS)
60%
- **Vikas Junior College, Hyderabad** 2013
Intermediate (MPC)
53.5%
- **Bhashyam Public School, Hyderabad** 2011
SSC (10th class)
64.5%

Skills

- SAP MM (Purchasing)
- MS-Office

Languages

- English
- Hindi
- Telugu

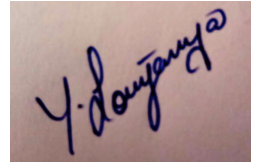
Interpersonal Skills And Strength

- Ability to work in a team and deliver assigned tasks on time.
- Quick learner and has the ability to adapt to any environment.
- Work-minded with commitment and dedication

- Hardworking

Personal Details

- Date of Birth : 21/07/1995
- Marital Status : Single
- Gender : Female
- Father Name : Yanamala Prabhakar
- Mother Name : Yanamala Aruna

A handwritten signature in blue ink on a light-colored background. The signature is written in a cursive style and appears to read 'Y. Sowjanya'.

YANAMALA SOWJANYA