

CURRICULUM VITAE

Swapna. S
Mobile: 09844141562 & 09731816391
E-Mail: swapnaskrl328@gmail.com

JOB OBJECTIVE

To excel in the Organization in which employed, by taking up challenging assignments, where there is learning and growth opportunity and to reach great height within the organization I work for. And also, to be a dynamic, result oriented professional Employee in the given role.

PROFILE SUMMARY

- A competent professional with **6 years** of experience in:
Supply Chain Management Process Enhancement Team Management Training & Development Client Servicing Escalation Management Quality Compliance Reporting & Documentation.
- Currently associated with GG Instruments Pvt. Ltd. (Manpower outsourcing Company for ABB).as **Project Engineer, Project Management in Water and Power Generation project.**
- Proficient in addressing the needs of the overall relationship and serving as the day-to-day primary contact for the client.
- Preparing business critical reports which help the higher management to understand business performance and make decisions based on the numbers.
- An effective communicator with excellent analytical and interpersonal skills

CORE COMPETENCIES

- Understanding the business requirement of the user and suggesting them with a suitable resolution of their query/issues.
- To Support the Project management team as a Supply chain Management to fulfill the Vendor Requirements.
- Post Order Works like getting Order acknowledgement & following up for timely delivery of materials in time.
- Achieving Revenue targets by Closely following up for deliveries till Bill booking
- Material movement monitoring and excess material sale.
- Preparing purchase Requisition for the Projects
- Involving for Marketing team to processing tender Fees and EMD Payments
- To help Sale order updating for the project.
- Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst team members

ORGANISATIONAL EXPERIENCE

1 Year Experience in Bharat Heavy Electricals Limited - **From Jan 2015 to May 2016**

Role: Material Management Purchase (CPD-Common Purchase Department)

- Purchasing of different types of Materials.
- Prepare Request for quotation and interact with vendors in mails.
- Involved in Purchase Department Activities.
- Preparing trending report to the management for their analysis on Projects.
- Prepare Purchase Order and Vendor Bill booking.
- Process documentation as and when any changes to the process.

6 years of Experian's in ABB India Ltd, IA-EN Division. - From May 2016 till date

Roles & Responsibilities: Project Management Team

- Preparing of Material Master (MM Module)
- Prepare Purchase Requisition for Materials and Services.

- Involving for Tender Fees, EMD Payments & Security Deposit Payment for customer.
- To support the SCM Team for PO booking, follow-up for PO releasing & Material tracking.
- Involving in Follow-up for vendor invoice Booking and vendor payment also.
- SAP TRANSACTIONS (MM/PR/PO/Vendor Invoice Booking)
- Involving for Documentation for Customer Payments.
- To help Close for Projects in SAP.

Key Projects Handled in ABB

- KPCL – Sharavathi Water Project
- KPCL – Linganamakki
- KPCL – Bhadra
- KPCL - Munirabad
- Kerala State Electricity Board - KSEB 2X16MW PANNIAR
- TECTON
- TTPS
- NHPC Salal
- UJVNL Ramganga
- NEPAL ELECTRICITY AUTHORITY

IT SKILLS

Conversant with

- Having experience on SAP (Version ECC 6.0).
- Worked in MM Modules.
- PS Module
- MS Office (Excel, Word & Power Point)
- Payment tracking from Bill booking to Payment release for Vendors.

EDUCATION

- Diploma in Mechanical Engineering - 2013-14
- SSLC from Karnataka Education Board - 2010-11

PERSONAL DETAILS

Date of Birth: 28th March 1995
 Address: No.17, 4th Main Road, Maruthinagar, KamakshiPalya Bangalore - 560079
 Languages Known: English, Kannada, Telugu.
 Hobbies: Playing Games, Listening songs

Herewith I declare that the above-furnished particulars are true to the best of knowledge and belief.

Place: Bangalore
 Date: 02.01.2023

(Swapna. S)