

# PRIYANKA GHANMARE

## ASSOCIATE-EXECUTIVE

Bhayyaji Nagar, khat road,  
Bhandara.T:(+91)968988473  
Priyankaghanmare123@gmail.com

## OBJECTIVE

Seeking to join a progressive organization that will enhance my skills and competency. So, as to provide services in an effective and efficient manner, while ensuring upward mobility of my career graph commensurate with my experience and skills.

## WORK EXPERIENCE

### **Internship - Android Application Development**

January 2020- July 2020

### **HCL Technologies, Nagpur- Associate Executive (Global Procurement)**

January 2022-September 2022

## HCL Technology (Roles and Responsible)

- Vendor order acknowledgment and delivery tracking.
- Maintaining a daily tracker for order issues on daily bases.
- Working on the purchase requisition.
- Software and Services procurement.
- Vendor onboarding.
- PO creation.
- Follow-up on PO for ETA s and Timely competition of delivery.
- Following up with vendor for invoices & working closely with the account Payable team to ensure payment is done within agreed payment terms.

## Procurement Skills

1. Purchase order
2. Handling invoice
3. Delivery support activity
4. Vendor payment governance
5. Global vendor onboarding
6. Payment tracker management
7. Organized team player and great attention to details.

## Software Skills

Ariba, SAP, MS application (Excel, Word, Outlook, Teams, ppt)

## Education

**G. H RAISONI GROUP OF INSTITUTION OF INFORMATION TECHNOLOGY, NAGPUR UNIVERSITY** – MCA Master in Computer Application

July 2020 – July 2022

**G.H RAISONI GROUP OF INSTITUTION SNDT, MUMBAI UNIVERSITY** – BSC (IT) Bachelor of Science Information Technology

July 2016-july 2019

KENDRIYA VIDYALAYA, ASSAM, CBSE BOARD  
2014- 16

KENDRIYA VIDYALAYA, ASSAM, CBSE BOARD  
2012-14

## Personal Profile

Date of Birth: 16-07-1997

Marital Status: Single

Languages: Hindi, Marathi, English