

# NEETU SINGH RANAWAT

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## Accomplishments

- Successfully transitioned end to end supplier enablement for phase 1 and 2 of Ariba implementation (North America and EMEA)
- Successfully transitioned Requisition import process for phase 1 and 2 of Ariba implementation (North America)

## Applications

- SAP Ariba Guided Buying
- SAP Ariba Business Network
- SAP Ariba buyer portal
- SAP Ariba B&I
- SAP ECC Production
- Oracle R12
- ZOHO Inventory
- Google Analytics

## Strengths

- Focused
- Adaptive
- Result Oriented
- Collaborative
- Persuasive

## Experience

Procurement Professional with 6 years of experience in Supply Chain Management with an in-depth knowledge of the Guided Buying, Ariba Admin, Supplier Enablement, Master Data Management. Highly motivated and organized individual with the ability to meet deadlines and work under pressure in a Corporate environment.

## Skills

- Ariba Administrator
- Supplier Enablement
- Vendor Master Data Management
- Ariba Master Data Management
- Catalog Management
- Inventory planning
- Digital Marketing

## Education

- BCA| 2020 | Sinhgad College of Commerce

## Employment History

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### Infosys BPM, Jaipur |Assistant Manager | May 2023 - Current

- Collaborating with Clients to gather and analyse their procurement and supplier chain requirements, including areas such as sourcing, supplier management and procurement analytics
- Manage incoming request to set-up, monitor and maintain supplier information in Ariba Network and SAP ECC production
- Providing supplier training and conduct testing to ensure company catalog, Punch-outs, Purchase order, Invoices, contracts and early payments are all functioning as designed to support the company ASN procure to pay processes
- Assisting in the development and maintenance of documentation, including process flow and training materials for Buyer and suppliers.
- Troubleshooting any P2P related Ariba system issues, driving root cause analysis, and ensuring implementation of long term solutions to ensure a stable platform across all region.
- Providing guidance and training to global end-users and suppliers as needed.
- Playing key contributor role for inputs into communication, training, performance metrics and change management related to supplier catalog and enablement activities.

### Eaton Technologies Pvt Ltd., Pune |Assistant Analyst | August 2021 – May 2023

- Responsible for Supplier Onboarding & Supplier Enablement on Ariba Network of suppliers
- Vendor Master Data Setup & Vendor Master Data Management for both QA & Prod environments
- Supporting Ariba Administrator activity
- Ariba Master Data Setup and Management
- Catalog Management
- TPH implementation
- Customer Support Management
- Supporting the Ariba spend management by Performing end to end testing for the entire P2P process to ensure smooth process flow
- User Provisioning, Group Provisioning, Unit of measure setup in Ariba B&I
- Worked with Plant Controller, Plant Manager, and Divisional head to develop long-term, strategic level engagements that are aimed at delivering premium customer service in the most cost-effective way, while improving the site Ariba Spend.
- Research, troubleshoot, and resolve SAP Ariba and connectivity issues, or escalate to the technical level and monitor resolution
- Create customized reports as per customer requirement

## GNR Solution Pvt Ltd., Pune | Sr. IT Asset Executive | October 2017 – July 2021

- Responding to inventory management inquiries.
- Coordinating with Dealers across India for IT asset supplies
- Contacting lodging partners to resolve issues or any anticipated future issues.
- Maintaining strong vendor B2B relations with a positive attitude and outgoing nature.
- Adhering to defined procedures, standards, and performance expectations.
- In-depth understanding of CRM in the tech industry.
- Experience with Microsoft Office products and various CRM programs.
- Professional customer service skills: solutions mindset, helping nature, passion for the resolution
- Ability to handle difficult situations effectively; ability to set expectations and deliver information in a positive way.
- Results-oriented individual who will take ownership of problem resolution.
- Excellent time-management, organizational, multi-task, and prioritization skills.
- Responding to inventory management inquiries.

## GNR Solution Pvt. Ltd., Pune | Digital Marketing Analyst| October 2017 – July 2021

- Demonstrable experience leading and managing SEO/SEM, marketing database, email, social media, and/or display advertising campaigns.
- Highly creative with experience in identifying target audiences and devising digital campaigns that engage, inform, and motivate.
- Solid knowledge of website analytics tools (e.g., Google Analytics )
- Strong analytical skills and data-driven thinking.
- Up-to-date with the latest trends and best practices in online marketing and measurement.
- Strong awareness of emerging trends and behaviors in social channels
- Able to link behaviors to root causes and interpret digital culture to find relevance for the business

## Interests

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- Badminton
- Graphic Designing
- Gardening