

FIONA HELDT

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Career Objective

Seeking a challenging career in an organization that gives me tremendous scope for professional improvement and an opportunity to contribute back to the organization and the professional to the best of my knowledge and abilities.

Professional Summary

- IT professional with 6+ years of experience in IT Procurement and 3+ years of experience in front office - Hotel Industry
- Strong interpersonal skills to build effective internal work relationships
- Ability to learn complex subjects quickly.
- Willingness and ability to learn new technologies and concepts.
- Ability to work efficiently, either independently or on a team with minimal supervision and without ever missing a deadline.

Work Experience

As Senior Procurement Executive for IDFC Bank Limited @ Encore Theme Technologies Pvt Ltd Since April 2017 and Junior Procurement Executive for IDFC Bank Limited @ Procon Systems Pvt Ltd 'Between' April 2010 to March 2017.

Roles and Responsibilities

- Responsible to source, negotiate and purchase materials from vendors
- Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project
- Advise internal and external on issues regarding purchasing Terms & Conditions
- In charge of daily operational purchasing needs such as planning, issuing and following up on
- Purchase Orders delivery and shipment schedules. Resolve supply, quality, service and invoicing issues with vendors
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements
- Discovering profitable suppliers and initiate business and organization partnerships
- Negotiating with external vendors to secure advantageous terms. Finalize purchase details of orders and deliveries

- Examine and test existing contracts. Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Owns the Asset Register, Plans, publicizes and oversees implementation of an updated Asset Register
- Ensures that the Asset Register is populated with assets according to policy and maintenance of the Asset Register
- Ensures that assets are uniquely identified with naming conventions and Carries out the Process Manager responsibilities for the Asset Management process

As Front Office Executive @ Hotel Raj Park between July 2006– March 2010

Roles and Responsibilities

- Register guests and assigns rooms. Accommodates special requests whenever possible.
- Assists in preregistration and blocking of rooms for reservations. Understands room status and room status tracking.
- Thoroughly understand and adheres to proper credit, check- cashing, and cash handling policies and procedures.
- Ensures that guest documentation and information is available and up-to-date.
- Reports any unusual occurrences or requests to the manager or assistant manager.
- Accommodate Guest's special requests whenever possible assist in pre-registration and room blocking whenever necessary.
- Have a good knowledge of all systems and standard operating procedures of front office.
- Provide high level of customer service and maintain a high profile in the day to day front office operations

Academics

- Master of Business Administration with specialization in Human Resource Management from Tamil Nadu Open University. Passed out - 2015
- Bachelor of Commerce with specialization in Banking Management from Tamil Nadu Open University. Passed out -2011
- SSLC from Govt Girls Hr.Sec School, Chennai. Passed Out-2005.

Key Skills and Competencies

Professional

- Strategic industry management
- Category management
- Relationship management
- Aptitude for technology

Personal

- Commitment to excellence
- Good communication and negotiation skills with suppliers and internal customers
- Resourceful, self-driven, proactive and independent worker
- Desire to be the best at customer service.
- Can quickly build credibility with others.

Personal Dossier

Name	: Fiona Heldt
Father's Name	: D P Heldt
Date of Birth	: 30-04-1989
Nationality	: Indian
Linguistic Abilities	: English, Tamil
Gender	: Female

Date:

[Fiona Heldt]

Place: Chennai