

Meghana P

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Karnataka.

Objective:

To excel through Innovation, hard work & looking for a challenging carrier. To work in a growth oriented organization and to contribute for its success. Also to gain necessary exposure & experience for enhancement, growth and prosperity of my carrier in the company.

Educational qualification:

- ✓ Master of Business Administration in Information System from Manipal University.
- ✓ Bachelor of Engineering in Electrical & Electronics from Ghousia college of Engineering, Ramanagara.

Skill summary:

- ✓ Expertise in SAP MM and Ariba Tool.
- ✓ Tally (Accounting package) and C programming certified.
- ✓ Highly self-motivated, dynamic, flexible and result oriented.
- ✓ Excellent verbal communication and technical skills, Good interpersonal & management skill with positive attitude.

Professional Experience:

- Company Name: Wipro Ltd
Designation: CPO Associate on contract with Ranstad
Duration: From Dec 2019 to Sep 2021
- Company Name: BEML Bangalore Complex. (RMM)
Designation: Apprentice Trainee.
Duration: From April 2018
- Company Name: Yukthi Data soft Pvt ltd
Designation: Component Engineer.
Duration: From February 2017.

Current Project Activities:

- Formal Requests for service / Request for proposal and informal channel. Expediting quotes, orders and query resolutions.
- RFI, RFQ or RFP's for suppliers along with evaluation and analysis of responses to RFX's.
- Responsible in negotiate and analyze costs, work with vendors to provide overall order fulfillment needs
- Compare costs and evaluates the quality and suitability of supplies, materials and equipment; interviews and corresponds with vendors; keeps informed of new products and market conditions and trends
- Punch-out catalogues, Rate card to support strategic forecasting.
- Reverse Auctions respond to RFIs and RFPs in real time with bids to provide specific services
- Prepare purchasing order for approval and place order to suppliers/vendors.
- Ensure procurement is carried out in compliance with corporate regulation.
- Resolve queries regarding Invoices received from the Suppliers and delivery tracking.
- Periodic follow up on vendor payments and Spend through P2P analysis
- Supported financial due diligence of \$52M acquisitions including organization and report faithfully
- Compiled financial data to summarize and analysis data via presentation and excel model which lead to 22% accuracy improvement in client report faithfully
- Collaborated on the due diligence for a \$36M joint venture by identifying key risk factors and supporting forecasting investments viability findings
- Reviewed and assisted financial statement , complete cost ,revenue analysis and other basic finance KPI reporting including P & L, gross margin, profitability and provided feedback to clients specifically around costs and revenue analysis.

I declare that the information given above is true to the best of my knowledge.

Date:
Place: Bangalore.

Yours faithfully,
(Meghana P)