

## Poornima R

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### **Career Objectives:**

Dedicated and results-driven professional with five years of experience in administration and procurement operations. Strong communication and organizational skills, with a commitment to delivering excellence in support of organizational goals. Proven track record in streamlining processes, optimizing vendor relationships, and ensuring efficient supply chain management. Adept at cost control, contract negotiation, and resource allocation.

### **Work Experience:**

**Company:** Falconx

**Designation:** Administrator Executive

**Tenure:** 10/2021 - 01/2022

**Location:** Bangalore

- Oversee and support all administrative duties in office and ensured smooth functioning.
- Manage, coordinate and organize events.
- Handled company's procurement and manage relationship with partners and vendors and develop office policies and procedures.
- Negotiated with suppliers pricing, delivery schedules, and payment terms.
- Managing complete facility management including operation & maintenance, vendor management, asset management, inventory management etc...
- Accountable for arranging logistic requirement of any purchase.

**Company:** Botsync Technologies Pvt Ltd

**Designation:** Operations Manager

**Tenure:** 08/2020 - 06/2021

**Location:** Bangalore

- Worked extensively with Material master, vendor master, purchase requisition, purchase order, purchase info record and source list.
- Set up MRP data for all new parts, creating purchase orders, warehouse management, production order process, and supplier order management using SAP database functions.
- Prepare import/export documentations for consignments and ensure compliance with existing regulations.
- Drive continuous improvement in procure-to-pay (P2P) processes and develop requisite process improvement activities.
- Met with accounts payable department regularly to review invoices to ensure vendor's contractual agreements were correct.
- Experience in the full cycle of Procure to pay process right from the stage of RFQs until the vendor invoice.
- Sourced for suppliers who could offer better products, and provide cost savings for the company.
- Managed project schedule to ensure equipment is delivered to jobsite by required dates to meet project milestones.

**Company:** Manasum Buildtech LLP

**Designation:** Project Manager

**Tenure:** 04/2019 - 07/2020

**Location:** Bangalore

- Planning project activities: scoping, estimation, tracking, change management, delivery management & post implementation support.
- Track record of implementing cost saving measures to achieve substantial reduction in terms of raw materials, man power and machine utilization.
- Created Excel spreadsheets for tracking progress and assigning tasks to team members, helping to complete 93% of projects on time.
- Responsible for planning and execution of site project.
- Responsible for periodic interaction with clients & operation to resolve day to day issues for smooth operation.
- Updating project trackers daily and creating reports for the management.
- Created reports and pivot tables for vendor spend analysis.
- Expedited all parts with suppliers as required, to ensure on time delivery, preventing stock outs and production downtime.

**Company:** Asianet News Media & Entertainment Pvt Ltd

**Designation:** Executive Admin

**Tenure:** 10/2015 - 10/2017

**Location:** Bangalore

- Provide administrative and business support to COO and other Leadership Team members.
- Handling administrative matters and implementation of policy and Travel Management, office facilities management and office administration.
- Prepared, processed, reviewed, and distributed invoices for approximately average daily sales.
- Responsible for making purchase order & stay updated with all suppliers regarding media materials to receive from them.
- Analyzing Quotations and bids based on the esquires received from the various vendors.
- Prepare and issue Purchase orders in accordance with company policy and negotiated terms and conditions.

**Education:**

**Master's in Business Administration – (Finance & HR)**

Presidency University

2017 - 2019

Full Time – Bangalore

**Bachelor's in Commerce – (Finance)**

Bangalore University

2012 – 2015

Full Time – Bangalore

**Skills:**

**Procurement:** SAP MM

**Data Analysis:** ETL, Data Cleansing, Data Visualization

**Tools:** Excel, Tableau, Power BI

**Project Management:** Agile Methodology, JIRA

**Programming Language:** SQL, Python

**Languages:** Kannada (Native), Hindi (Basic), English (Proficient), Telugu (Proficient), Tamil (Basic)

**Soft Skill:** Communication, Adaptability, Time Management, Leadership, Problem-solving,  
Negotiation skills, Budget Control, Analytical skills.

### **Internships:**

**Company:** Thomson Reuters

**Designation:** Research Analyst

**Tenure:** 05/2018 - 07/2018

**Location:** Bangalore

- Internship about Global Market Research.
- This was a total finance job where there was a lot of research involved in terms of Shareholders and Government entities. The shares held by the companies in their hands.
- Worked on Global markets like US, UK, CA, CHINA, AU, NZ, UAE etc...
- The list of companies were given to us every day. Based on the list we had to find the Financial statements of the company and based on that we had to segregate it into Private or Public or Government entities based on the percentage of shares held by them and also find out about the Shareholders, CEO, CFO etc of the company and do much more research on individuals based on the companies policies which were given to us.
- It was a successful project for 3 months.

**Company:** Entheos Realty Pvt Ltd

**Designation:** Accountant Assistant

**Tenure:** 04/2015 - 09/2015

**Location:** Bangalore

- Performed month end activities such as preparing monthly journal vouchers, reports, reconciliations, and accruals.
- Generated budgets/forecasts for the management team.
- Created a cost analysis model in order to depreciate more efficiently our long-term dealer contracts.
- Learning how to work as part of the Accounting team to compile and analyze data, track information, and support the company or clients.
- Processed travel vouchers, credit memos, and expense reports.
- Ensured timely payment of vendor invoices and employee expense reports.

### **Certifications:**

- Business Analytics Certification Program - Business Toys [2023]
- Agile Virtual Experience Program - Forage [2023]
- JIRA Project Management - Great Learning [2023]

### **Projects:**

- Power BI in Data Analytics – PwC Switzerland
  - Extracted, transformed, and loaded data into Power BI Desktop to model data and create insightful dashboards for management.

- Designed and presented advanced dashboards for specific business needs, including call center analysis, customer retention/churn analysis, and diversity and inclusion analysis, to provide valuable insights and transparency.

**Accomplishments:**

- Secured 'B' certificate by NCC Army Wing, Senior division
- Represented "All India Inter University Cross Country" Competition at Udaipur, Rajasthan.
- Represented "All India Inter University Cross Country Competition" at Kottayam, Kerala.
- Represented Bangalore University in Athletics.
- "Pulse10K Run" First place held at Christ University.
- Represented State Kho-Kho Championship in Bangalore
- Won 5th place in Amateur Body Building Competition.
- Awarded as Best Outgoing Student in Sports.

**Extra-Curricular Activities:**

- Trekking, Cycling, Photography.

**Declaration:**

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Bangalore

Poornima R