Anusha Reddy

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**Profile**

Motivated Order Management and Logistics professional successful at managing customs Compliance, procurement, inventory control and purchasing activities. Seeking a challenging position where I can apply my knowledge, experience to work towards achieving the organizational goals with continuous mutual improvements. Possess proven track record in being an analytical problem solver, communicator, team leader and organiser – thrives on logic, prioritises well, and possess excellent written and verbal skills.

Currently looking forward to continuing my career in India with an organization that utilizes my technical, supervision & administrative skills to enhance the company’s productivity and reputation while gaining further experience within this industry.

**Career Summary**

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| **Process Executive** | Fulcrum Global Info Services, Bangalore, India | **2016** - Present |

**Education and Qualifications**

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| **Bachelor of Engineering in Computer Science** | East Point College of Engineering, Women, Bangalore (**2016**) | 60.05% | |
| **Pre-University Course** | Sri Vijaya PU College, Bangalore (**2012**) | | 84.33% |

**Recent Experience, Responsibilities and Achievements**

**Process Executive,** –Fulcrum Global Info Services, India 2016 – Present

**Responsibilities:**

* Create source in SAP and finalize purchase orders for material requirements received from clients to suppliers to aggregate spend, reduce costs, ensure timely delivery of material and maintain compliance with maintenance schedule requirement.
* Delivered complex technical requirements in SAP with customer needs and priorities.
* Responsible to ensure Compliance in all aspects of International trade (Import / Export) activities with respect to the local government regulations and company’s corporate policies and procedures.
* Trade Compliance Management, Import-Export classifications, Free trade program analysis.
* Ensure all relevant paper work for processing an order is submitted and complies with order guidelines and confirm appropriate approvals in place before processing an order.
* Initiate a Trade Compliance screen process and screen order prior to shipment. Assigning Schedule B and ECCN for products exporting to U.S.
* Prepare and process customs compliance questionnaires to analyse outbound/inbound products and to ensure all movements are in lined with customs policy and company policies.
* Screening for End users / End user involved in EAR, OFAC and ITAR regulations.
* Comply with U.S export law and regulations in all decisions relating to RELEASE or HOLD of products booked by Juniper customers and take license decisions for products based on US Export law and BIS Compliance.
* Overseas the export classification of all Juniper products and check ENC (End User Certificate) given by reseller or distributors of Juniper networks.
* We re-check the Harmonized Tariff Schedule (HTS) in an invoices and application, when movement of goods happens from one place to another. Interacting through e-mail and phone directly with Juniper Freight forwarders and Juniper Legal team across the world for the further action on orders; coordinate with Juniper team to apply license for certain End-users.
* Track shipments across the world and providing every service needed to facilitate the movement of products across the Globe and involved in Liaising with suppliers/transporters, for ensuring smooth operations, system and procedures for distribution and logistics.
* Work closely and collaboratively with other team members; provide quality assurance on teamwork, including
* peer reviewing the work of other team members.
* To provide resolution to requestor queries Ex: Shipment status, tracking details, carrier details, PODs, DPLs, Packing list and invoices.

**TECHNIACAL SKILLS**

Microsoft Excel, Word, SAP 14.8 ECC & GTS, SQL, Kapture, Outlook, SQL, MS Access, Oracle, Power point, MS Office, Preparing Dashboards in excel tools for Day to day improvement in a process, SOP (Standard operating procedures)

**Personal Information**

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| **Interests:** | Throwball, Badminton |
| **Hobbies:** | Travelling – spent year between school and University travelling round various parts of India.  Entertainment – Watching movies of different countries to understand their culture. |
| **Languages:** | English, Kannada, telugu & Hindi |

**References will be provided upon request**