Chaithra M

4th cross, Beyond panchayath office, Samethanahalli, Near Whitefield Bengaluru,

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**Professional Summary**

Enthusiastic and ambitious with wide-spread transferable skills in management, quality, and operations. Exceptional ability to connect with people and understand their wants, needs, and desires and delivering service on every interaction. 3 years’ experience Dedicated to improving efficiency, productivity, and quality in the process by updating process manuals. Adept at leading teams in the optimization of processes and procedures within Organization.

 **Employment history**

**Procurement associate**

August 2019 to Present. Accenture solutions pvt Ltd

* Core knowledge in Supplier on boarding and supply chain management.
* Creating purchase order and monitoring and co-ordinate deliveries of item.
* Checking compliance and verify the documents prior on boarding.
* Oracle ERP data base system. And SAP client based tools knowledge.
* Co-ordinate with all stakeholders to get approval which is required for on boarding supplier.
* Checking Vendor Compliance with the Client to avoid fraud payment.
* Checking compliance as per Global procurement service.
* Knowledge on Field glass tool.

 **Languages**

English



Kannada



 **Skills**

Microsoft office



DBMS, ERP



Procurement skills



Team Management



**Process associate**

* **June 2018 to June 2019 outworz solutions.**
* **Order loading.**
* **Data analytics and reporting**
* **Client representative and resolving customer query.**

 **Education**

**St annes women’s degree college (bangalore University), Bengaluru, Karnataka**

Bachelor’s of commerce -2017 and pri University 2014

**Sri Ranganatha High School, Bengaluru, Karnataka**

SSLC, Jun. 2012

 **Awards**

* Star of business award for FY 2021 and FY 2023.

 **Certification**

* Diploma in computer applications.
* Property and casualty insurance.

 **Hobbies & Interests**

* Cooking
* Listening Music
* Watching movies