***Veena Patil*** Address : W/o Nandeesh

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Contact No: 9035964441

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DOB: 13th June 1988

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**Summary**

* 14 years of total experience
* Expertise in Asset Management
* Rich Knowledge in Sourcing operations, Supplier management, Stake holder management, Category management.
* Experienced in Ariba SmartBuy, iProcurement, ServiceNow and Fieldglass tools.
* Knowledge of Cisco Production system, Project Management, Procurement, Supply Chain Management, Applied Operation Research & Logistics, Competitive Production System, Innovation & Creativity Management.
* Strong individual contributor with Asset Management skills
* Ability to prioritize and manage short term expectations with long term vision
* Effective communication skills having closely worked with teams
* Quick learner rooted in professional work ethics

**Educational Qualification**

* DEC (Diploma in Electronic & Communication Engineering)

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**Current Work Experience**

**Shell India Market Pvt ltd.(Payroll Randstad ):** May 2023 to till date

**Designation-**Equipment ordering analyst.

* Managed Complete end to end procurement operations to across globe for Project service team wrt networking equipment and real ware.
* Processing orders for catalog and non-catlog items by validating quotation.Supporting documents and flipping Purchase requisitions into Purchase orders.
* Issuing Purchase order and expediting the delivery ETA’s to make sure material is available at entity at right time.
* Coordinate with Vendor and followup for delivery ETA and update the same in SNOW
* Coordinate with the OEM’s for the priority order and expediate the early delivery as per the business needs
* Equinix Data centre access requesting and coordinating till the shipment are moved of data centre and Work visit are completed.
* Training team on the Security at location with Safety measure and managing followed and Phisihing email notification with 100% accuracy.
* Coordinating with Finance and Account team till the invoice are process without any hassles.
* Coordinating with vendor for service request until the task is completed.
* Creation dashboard on Operation excellence in Power bi
* Power APPs design for business requirement for tracking daily BU.

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**Handled Cisco Systems India PVT LTD as client through different payrolls:**

**Cisco System (IBM Project/Kyndryl)**

**IBM Pvt ltd.** (Oct 2017 to May 2022)

**Designation:** Asset Management.

**IMSI India Pvt Ltd.** (June 11 to 30th Oct 17)

**Designation:** Asset Management.

**ACS Pvt Ltd** (June 11 to Jul 17)

**Designation:** Asset Management.

Synopsys:

* Create and maintain Team Process documentation with an emphasis on quality and continuous improvement.
* Participate in regularly scheduled meetings with various internal groups (Oracle IT, Procurement, Finance, Tax, Fixed Asset Accounting, logistic Etc.) to provide updates on delivery of solutions and status update
* Identify areas for process improvement, cost savings, and collaborate with associates to improve efficiency, productivity, and processes.
* Managing effective Lease operations for India, Australia & Singapore locations which are direct method of cost savings to organization.
* Ensure the spend management to deliver overall annual savings through right negotiations and innovative supply strategies.
* Key responsibility for supplier relationship & best performance management by adopting standard procurement guidelines.
* Assisting clients wrt right product info for business and engage suppliers to make Immediate changes on parts go EOL (end of life)
* Making client understand more about product lifecycle from the date of purchase, which is very much important for regular business need as most of client buys, are in bulk.
* Responsible for overall key areas where clients need to be updated with information on product unit cost, quality and ETA (Estimated delivery lead time of products from official purchase order date)
* Involves more with suppliers manufacturing team to ensure that meets business needs. Such as, close interaction to ensure our forecasting numbers are manufactured in time to avoid delivery of required products.
* On any of the new products, take quick action in advising suppliers to obtain a demo unit to check if the new product supports business, else actioning in making the required changes on the new product according to clients business need/ expectation.
* Ensuring projects will not suffer due to new product introduction on system and partners within organization will not face much issue as it’s taken by team.
* Managing the product lifecycle start from launch till product goes EOL (End of life)
* Resource planning, providing timelines for completion of tasks and review actions against each milestone and key tasks to complete within tolerance limit.
* Ordering laptops/workstation/Server & all other IT equipment’s to employees based in INDIA region
* Define and Document Asset Management Process.
* Single Point of contact for Asset management. Single-handedly managed all Asset management related activities for the customer.
* Coordinate with End-user computing engineers for maintaining accurate Asset inventory.
* Producing reports recommending acquisition, disposal, or refurbishment of individual assets
* Reporting: Responsible for delivering Weekly/Monthly status reports to senior management, Asset Accuracy Reports, Compliance reports. Software License usage reports.
* Managing the Onboarding/ Offboarding activities.
* Asset Lifecycle Management (deploy> Maintain>Retirement/ Disposal)
* Maintain Software inventory/ Software License Compliance, Software metering.
* Monthly Audits of Asset Inventory.
* Cross check on PR approval status and Creation of PO.

Hardware Asset management Operations

Handling entire life cycle of asset from 1) Forecasting the orders 2) deployment of asset 3) tracking of asset 4) Disposal end of life assets & lease return. 5) Coordinate with vendors on requirements and Procurement.

* Handle team of 10 members, primary deliverables as 1) New refresh laptop deployments 2) Collection of EOL assets (Life/Lease) 3) Disposal end of life assets(sale) 4) Return end of lease end assets 5) Employee termination clearance.
* End of life asset & End of lease asset disposal in APJC, AMER & EMEA regions.
* Review the ongoing Asset management process for end of lease & end of life assets. Redefine/Implement/ Streamline processes as per customer requirements. Work with global EUC team on the cross-charge model/buy back model.
* Issue mandatory IT clearance for terminated/Separated employees.
* Assess spending across all IT functions and implemented ways to reduce spending,
* Coordinate closely with multiple stakeholders (logistics/procurement/APAC AM team/IBM Global Finance) as part of end of lease Asset management deliverables.
* Monitor the team on End of lease asset return to IGF and have regular meetings with Client
* Check on critical transaction and have regular follow up meeting with AM team on the lease return transactions
* Work closely with cisco logistics team to get all the assets tagged & reflect in I-secure tool post De-bond all asset, raise gate pass for the movement & ensure all assets are returned to IGF on time.
* Team work on End-of-life disposal program and need to work on 15000+ old assets to be sold out from Cisco to cisco approved vendors
* Monitor & track the all-asset transaction on EOL disposal starting from vendor validating the assets, get quote from vendor, work with logistics to get all assets tagged to I-secure tool, Get invoice approved from finance/tax/Accounting team, raise Gate pass to get the asset moved out from CISCO, follow up with vendor for the invoice payment to cisco.
* Teamwork on the asset deployment/EOL collection for 10000+-cisco employee as part of PC refresh deployment.

Software Asset Management Operations

* Maintain Software Inventory Manage and maintain Software License database.
* Track Software License Compliance, Utilization, Whitelisting/Blacklisting of Software’s. and Process Software Asset Management (SAM) Request and Approvals
* Prior experience with managing software licenses within IT Asset Management tool
* Software mapping

**Training:** Software Asset Management and Power BI reporting

**Work experience details - previous:**

**Retail Full serve Pvt ltd (Subsidiary of TCS)**

**RCS Technologies (May 2010 – June 2011)**

1. Efficient tracking/updating/monthly reporting of Asset Management.
2. Planning Asset for obtaining timely procurement of material & equipment at cost effective price
3. Insurance and Damage Claims. Notify the damage/loss to Insurance dept/ regular followup.
4. Routing the items for projects, follow up for deliveries and keep a track on the orders raised/ Inform project team about the expected ship date.
5. Taking care of Manual DC billings for all shipments by providing all the details to Biller. viz : Part code, Description, Qty, Shipping address, Contact dtls & TIN#.
6. Maintain of Asset verification for Custom Duty
7. Working with the team for Asset tagging

Hindustan Aeroengine Limited Bangalore. (Nov 08 – May 10)

Designation Stores Assistant

Taking care of all the activities which related to Project Business Office.

Managing the overall Asset database management of entire Bangalore locations.

1. Procuring the products as per the requirement.

2. Raising order’s with vendor.

3. Follow-up for delivery of items with distribution team.

4. Updating of Assets into asset database ontime for better control & monitoring (IMAC concept)

6. Monthly Attendance review of all employees of Regular/Contract for Audit purpose.

7. Spooling of the Asset’s at all over Bangalore Location’s through Asset Database & frequent checking on Lost / Damaged assets.

8. Processing of bills which relates to employees training & travel expenses.

9. Overall monitoring on these activities & timely report’s to Business office Head.

10. Taking care of Insurance related activities.

11. Maintain Document for Custom Duty

## ACHIVEMENTS

* Many appreciations for handling Asset Management with smooth flow for making it best towards customer satisfaction.
* Team handling with Agile
* Designed dashboard for project need in Power BI desktop