**HANNA SALVA**

**Mobile No:**918332863474 **Email Id:**hannasalva16@gmail.com

**Objective:**

To survive in the competitive world by upgrading my skills and to be a part of the winning team.

**Educational Qualifications:**

* MBA(Finance) from Vivekananda College of Computer and Science(Osmania University) in 2010.

**Currently working with: Vodafone Idea Limited on contract Role from Jan 3rd**

**2022 to till date**

**Roles and Responsibilities:**

* Sending requests for creation of vendor codes on SAP /Ariba
* Sending requests for creation of contracts for various services and supplies in SAP Ariba
* Creation of Rate cards in Cosmos.
* Creation of purchase orders in SAP/HANA S4 within TAT as per approved prices.
* Validating & processing of invoices in SAP/HANA S4
* Coordinating with user departments for clearing and resolving issue invoices
* Coordinating with vendors for correction of invoices if any
* Coordinating with finance team for timely vendor payments
* Preparing various MIS trackers
* Coordinating with users for creation of Move orders for the material received
* Reconciliation and clearing of Miscellaneous receipts in inventory on daily & monthly basis.
* Bank Details and Vendor Name Changes in MDG portal
* GST and PAN Details Updating in MDG portal
* Raising IT ticket if any error occurs while crating PO
* Handling procurement management for IT Equipment’s, Civil and Electrical works, infra equipment’s like DG /UPS Battery Banks and son on
* Proven Experience in Administering Procurement

1.HR related items like Gifts, Welcome kits, Induction kits, Mementoes, T-shirts.

* Proven Experience in Retails Procurement

1. Infra work at Retail Stores, DG repair works

**Professional Synopsis**

1. Company : Vodafone Idea Limited

(APT Circle Office)

Designation : Procurement Associate

Working Experience : Jan-2022 to till date

2.Company : Population Health Services India Pvt Ltd

Designation : Accountant Executive

Working Experience : 1 year

3. Company : LOT Mobiles Head Office

Designation : Accountant Executive (Cashier)

Working Experience : 1.5

4. Company : Spandana Sphoorty Financial limited

Designation : MIS Associate.

Working Experience : 1.9 Years

**Technical Skills:**

* MS. Office (Word, Excel, Power Point)
* Tally
* VLOOKUP, HLOOKUP, PivotTable etc.
* SAP – Material management
* HANAS4 Vendor management
* Ariba
* MDG Portal

**Strengths:**

* Capable of enduring long and odd hours of work.
* Dedicated, disciplined and well organized.
* Positive thinking.

**Personal Details:-**

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| --- | --- | --- |
| **Name** | **:** | Hanna.S |
| **Father’s name** | **:** | Papaiah.S |
| **Date of Birth** | **:** | 16-June-1986 |
| **Marital Status** | **:** | Married |
| **Religion** | **:** | HINDU |
| **Nationality** | **:** | Indian |
| **Languages** | **:** | English, Telugu, Hindi. |

**Permanent Address :** H.No: B-67,F-4 beside, st.Annas girls high school,

Potti Sri Ramulu Nagar Masab Tank,Hyderabad,

Telangana 50057

**Declaration:-**

I, hereby declare that the above said information is true to the best of my knowledge and belief.

**Place: Hyderabad**

**Date:**  **(Hanna Salva)**