

Curriculum Vitae

CHARAN K

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CAREER OBJECTIVE:

To constantly update and upgrade myself in tune with the professional requirements through a disciplined and integrated learning approach. Willing to adapt at developing process and service standards for operational excellence.

ACADEMIC QUALIFICATION

QUALIFICATION	INSTITUTION	COMPLETION OF THE COURSE	PERCENTAGE
BACHELOR OF COMMERCE	Sree Veerendra Patil Degree College Sadashivnagar Bangalore: 560080	2012	65%
P U C	Sree Veerendra Patil Degree College Sadashivnagar Bangalore: 560080	2009	58%
SSLC	Good Hope English High School Chinnappa Garden Bangalore: 560046	2007	62%

EXPERIENCE

Company : **Infosys BPM**

Designation : Process Specialist

Period : 26 Apr 2018 – May 2019

Business Unit : Order Management (SCM)

Supply chain management plays major role between customer and Manufactures. Orders taken by each and analysis as per the Documentation if any changes required like pull in or push out dock Dates as per customer nuance and also expedite the orders if needed and deliver the goods with prescribe time.

- We are mainly responsible for **O2C (order to cash)**
- Support **PO** creation and production Process orders for **APAC (US)** Region.
- Process the order creation in **Oracle 11i**.
- Co-ordination with the **supplier**
- Arrange & manage with the **shipping facilities** to get the product shipped to customer.
- **Following up** of orders.
- Assist in **ad hoc** tasks with client.
- Ensuring meeting **SLA** and timely completion of the task and quality accuracy check before sending to the client.
- Perform **Root Cause Analysis** and preventive actions for the errors done by the team members.
- Assigning **work flow** to juniors in the absence of manager.
- Provide support to the team members when in **doubt**.
- Handling the **Escalations** and **Cancellation of orders**.
- **Preparing weekly reports**.

➤ **Previous Employment Details:**

Company : **Tesco HSC**

Designation : Supply Chain Officer

Period : 26 Sep 2016 – 26 Feb 2018

Business Unit : Supply chain Management (OM)

- **Expediting** the orders.
- Ensure that orders are processed within **agreed timelines**.
- Managing the order process for select products.
- Interacting with the **supplier** back end team.
- Push the stock from **distribution centre** to stores, based on sales.
- Experience on **CITRIX** Mainframe, Oracle R12, IBM Mainframe and client web.

- Efficient in sending **COB** report to clients.

➤ **Previous Employment Details:**

Company : **TATA Consultancy Services (TCS)**

Designation : Process associate

Period : Mar 2014 to Jan 2016

Business Unit : Order Management

- Handling the process starting from **Booking & Modification.**
- **Expediting the orders.**
- Efficient in preparing **official mails for clients and suppliers.**
- Handling the **cancellation of orders.**

EXTRACURRICULAR ACTIVITIES:

- 'B' Certificate in *National Cadet Corps* [NCC].
- Basic knowledge of computers (V-lookup up, H-lookup and Pivot Table).

PERSONAL DETAILS:

- Father's Name: Krishnaji Rao K
- Mother's Name: Nagarathna Bai E
- Date of Birth: 05-07-1991
- Sex/Marital Status: Male/Single.
- Language Known: Marathi, Kannada, English, Hindi, Telugu and Tamil.
- Hobbies: Movies, Trekking and cricket

Declaration

I hereby declare that the above-furnished information is true to the best of my knowledge and I am held responsible if any false information pointed out.

Place: Bangalore

Date:

(Charan K)

