



ANJALI ANIL

Procurement Specialist

Contact me

Al Ghafiya, Sharjah,
U.A.E

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ABOUT ME

Detail-oriented and result-driven professional with over 6 years of experience, including 2+ years in procurement within the Instrumentation and Oil & Gas sector in the UAE and 5 years as a Data Analyst in India. Proven expertise in invoice management, vendor co-ordination, documentation, and dispute resolution. Adept at maintaining financial records, ensuring accuracy in billing processes, and working cross-functionally with finance, logistics, and sales teams.

Personal Information

D.O.B: 31/12/1994
Marital Status: Married
Nationality: Indian
Availability: Immediate
Visa Status: Spouse Visa

EXPERIENCE

01/2024 –

Present

**Procurement
Specialist**

**Saba Dejlah
Tech. Cont.**

Sharjah

U.A.E

- ✚ Prepare a RFQs, proposals, and purchase orders.
- ✚ Processed and verified invoices to ensure accuracy with contracts and purchase orders.
- ✚ Manage vendor relationships based on performance, quality, and payment terms.
- ✚ Coordinated with finance and customer teams to resolve disputes and accelerate payment processes.
- ✚ Negotiated with suppliers to secure best pricing and favourable terms.
- ✚ Ensured compliance with procurement, shipment, and regulatory requirements.
- ✚ Maintained and organized documentation systems for easier audit and reporting.
- ✚ Ensure timely delivery of materials and services.
- ✚ Monitor market trends through active supplier engagement.

11/2017 –

12/2021

**Data Analyst
and Data Entry
Operator**

**Axeleron
Technologies**

Trivandrum

India

- ✚ Developing and maintaining databases and data systems.
- ✚ Conducting analysis to assess quality and meaning of data.
- ✚ Using automated tools to extract data from primary and secondary sources.
- ✚ Troubleshooting corrupted data and fixing coding errors and related problems.

Linguistic Ability

English, Malayalam, Tamil

Skills and Competencies

Easily adaptable to
changing environment

Problem solving ability

Fast learner

Creative thinking

Keen Observer

Time Management

Quick Interpreter of data

Report Writing

Attention to Detail

Academic Details

2013 – 2017

B. TECH in Computer
Science Engineering

GPA: 6.64

UKF College of
Engineering and
Technology, Kerala
University

- ✚ Preparing report for the management stating patterns, trends and predictions using relevant data.
- ✚ Filtering data by reviewing reports and performance indicator to identify and to correct the code.
- ✚ Fast and accurate typing with strong attention to detail.
- ✚ Strong numerical and analytical skills.

TECHNICAL SKILLS

MS Office Suite (Excel,
Word, PowerPoint).

RFP/RFQ
Management

Supplier Relationship
Management

Spend Analysis and
Cost Optimization

Procurement & Strategic
Sourcing

Vendor Evaluation &
Negotiation

Invoice & Documentation
Management

ACHIEVEMENTS

- ✚ Certificate of excellence for Android platform development conducted by TILTLABS
- ✚ Certificate of excellence for Raspberry Pi conducted by UKFCET.
- ✚ Certificate of excellence for Foundations: Data, Data Everywhere authorised by Google and offered through Coursera

DECLARATION

I hereby declare that all the above information is true to best of my knowledge.

ANJALI ANIL