***CURRICULUM VITAE***

Garima Mehta

#GH 1403 Amrapali Village apartments, Indirapuram

Contact No. 9876505511

Career Objective:

Seeking a challenging and responsible position with a progressive organization having Professional Environment, Where I can utilize my experience, intelligence in fullest potential. To learn new Technologies and contribute in the growth of Industry by sharing my knowledge and positively accept all the challenges.

Educational Qualification:

* + Secondary Education in Commerce Stream from Dev Samaj School Chandigarh.
  + Masters in Commerce Stream from Punjab University.
  + B.Ed. from Kurushetra University.

Professional Qualification:

* + Basic Knowledge of Computer.
  + MS Word, MS Excel, MS PowerPoint.
  + Coupa - Systems, Products (Procurement)
  + Contract Management
  + Lease management

Current Organization:

Concentrix Pvt Ltd

Role: Team Leader (lease Department)

* Purchase Reqs to Purchase order and PO processing for monthly rentals to landlords on time.
* New lease registration and lease renewal registration.
* Rental, Cam and GST Processing.
* Validating IPVN’s and approving on tool for rentals, GST (Invoice Resolution)
* Supporting AP team in getting payments remitted timely to Landlords.
* Working with legal team for drafting lease agreement before registration.

Past experience

Concentrix Pvt Ltd

Role: Team Leader (May 2018- July 2023) for RESO Department.

* Providing procurement support to Suppliers.
* Purchase Reqs to Purchase order and PO processing.
* Creation and Amendment of Service Master and Material Master in Coupa.
* Validating IPVN’s and approving on tool (Invoice Resolution)
* Supporting AP team in getting payments remitted timely to Suppliers.
* Periodic reviews with the vendors for continue performance improvement.
* Contractual Staff support, renewal of contractual staff Contracts.
* Attendance and leave management of contractual Staff.
* Monthly Forecast and Utilization submission.
* Contract Creation, renewals and Amendments.
* Managing multiple commodities of purchase.
* Supplier Relationship Management (SRM) Review.
* Negotiation with suppliers, benchmarking, comparative analysis.
* Support in compliance for PPM, SLA, and Asset Recon.
* Vendor management, Travel management.
* Process measurement Compliance
* Support for internal compliance testing
* Monthly and quarterly MAD approvals for regularity in material supply.

Past Experience (July’16 – April’18):

Past Organization:

Concentrix Pvt Ltd

Role: Sr. MIS Analyst for Transport Department

* Fortnightly Transport billing
* Supported Transport Automation Project: Move in Sync
* Monthly Business allocation and forecasting transport budge
* Presenting daily, monthly performance report.
* Worked on compliance audit for vendors
* Monthly Vendor performance Dashboard and Review
* Negotiation with suppliers.
* Validating IPVN’s
* Supporting AP team in getting payments remitted timely to Suppliers.
* Induction to new hire on transport policies.
* Creating Monthly Business reports (MBR) for management.
* Contractual attendance record, renewal of contractual staff Contracts

Past Experience (Jan’11 – June’16):

Emergency Response officer with SIS (Deployed at Concentrix Pvt Ltd)

* Access control of 2000 employees on PP4, Secure perfect and Facility Commander.
* Develop, monitor & track trainings of security Staff.
* Attendance, Roster and leave management of Security Staff.
* Daily/weekly/monthly reports to stake holders.
* Conducting daily audits for physical security.
* Active member of Talent and Badge admin team.
* Regular follow up with Vendor DLF on safety measures.
* New hire and refresher trainings for associates/supervisors on Security Policies.
* Handling escalations, resolving tickets within SLA.

Strength:

Hardworking, Patient, Confident, Ability to learn rapidly and a strong desire to learn new things and good communication skill.

Personal Details:

Husband Name : Mr. Karan

Date of Birth : 26 Aug 1987

Marital Status : Married.

Gender : Female.

Languages Known : Hindi, English, and Punjabi.

Hobbies : Singing, content writing, PPT Designing etc.

E-Mail ID : garimamehta0201@gmail.com

I hereby declare that the above mentioned information is true and correct to the best of my knowledge and beliefs.

Date :

Place : Ghaziabad Garima Mehta