

ANJANA A B

#33,6thCross,Bharathi layout,SG Palya,Bangalore-560029
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OBJECTIVE

Dedicated Procurement Executive with a proven track record of optimizing procurement processes and driving cost savings. Seeking to leverage my expertise in strategic sourcing, contract negotiation, and supplier relationship management to contribute to the success of a forward-thinking organization. Committed to delivering operational excellence and fostering collaborative relationships to achieve mutual growth and success.

PROFESSIONAL SUMMARY

Results-oriented Procurement Executive with over 2+ years of experience at Elasticrun, specializing in the strategic procurement of B2B and General Merchandise Products. Recognized for outstanding performance, including the receipt of the prestigious Rock Star Award 2022 for operational excellence. Skilled in optimizing procurement processes through strategic sourcing, contract negotiation, and supplier relationship management. Adept at collaborating with cross-functional teams to ensure seamless procurement operations and address escalated issues promptly.

EDUCATION

Qualification	Year of passing	College/University	Percentage
B.COM	2018	Christ University	59.17%
PUC	2015	Christ PU Evening College	83.16%
SSLC	2013	Padmavathi Girls High School	66.24%

EXPERIENCE

- **Organization** : Elasticrun
- **Designation** : Procurement Executive
- **Period** : May-2021 to Oct-2023

RECOGNITION

- Received ROCK STAR AWARD 2022 in the field of operation and excellence.

RESPONSIBILITIES

- Engaged in the procurement of B2B and General Merchandise Products through Purchase Order creation, ensuring optimal rates and margins from suppliers.
- The Planning Team will generate Material Requests (MR) in accordance with the Sales Team's requirements.
- Material Requisition Slips (MRS) will be automatically generated based on SKU linkage and stock movement analysis, aligning with Sales Team demands and inventory levels.

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- Committing to working until suppliers receive payment for their goods.
 - Upon receipt of supplier invoices by the SRM Team, it is the responsibility of the Chief Procurement Officer (CPO) to create the corresponding purchase orders.
 - Addressing ticket escalations from the Station Team concerning purchase orders to ensure timely resolution.
 - Coordinating with suppliers to accommodate any changes in rates or quantities of items, ensuring seamless procurement.
 - Providing support for purchase order creation in Southern locations, contributing to smooth operational processes.
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SKILLS

- Proficient in MS Excel, MS Word, MS PowerPoint
 - ERP Tools
 - Contract Negotiation
 - Supplier Relationship Management
 - Strategic Sourcing
 - Cost Reduction
 - Procurement Process Optimization
 - Adaptability and willingness to learn.
 - Ability to work independently and in a team environment
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PERSONAL DETAILS

Name : Anjana A B
Father Name : A G Babu
DOB : 17/07/1996
Marital Status : Single
Language Known : English, Malayalam, Tamil, Telugu & Kannada
Hobbies : Reading News Paper, Books and Listening Music.

DECLARATION

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

Place:

Anjana A B