

Curriculum Vitae

Name- Annu Singh

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Objective-

- I seek challenging opportunities where I can fully use my skills for the success of the organization.

Education-

- **S.R. Institute of Management and Technology (UPTU)**
Bachelor of Engineering in Information Technology, **Lucknow**
- **H.N. Inter College Unchahar Raebareli (UP)**
Intermediate June, **Rae Bareli**
- **J.N. Inter College Arkha (UP)**
High School June, **Rae Bareli**

Profile Summary -

- Having 6 years 5 months of experience in Supply Chain Executive for IT Procurement & Construction.
- Currently Working in **Aircon System India Pvt Ltd** -As Supply Chain Executive in Procurement Department.
- **CINDA Engineering & Construction Pvt Ltd** – As Back Office **Executive for Procurement (Create the Purchase order into the system, Follow up for the material from vendor.**
- **Pacotel Systems Pvt Ltd** – As Supply Chain Management for Procurement (Creating Invoice on SAP software for Sale Order and Purchase Order).
- **Trnascorp Internatinal Ltd**- As Operation Executive- As Operation Executive for Creating MIS Report

Skills & Abilities

- **Application Package:** MS Excel, MS Word, PowerPoint, Outlook, Browsing Office Operations, Computer Operator
- **Supply Chain Management,** drafting Quotation on MS Word, Order Processing, and Build up relationship with partners and Vendors, deft at understanding requirements.

Core & Competencies

- Supplier Relationships
- Supply Chain
- Vendor Relationship
- Order Management
- On- Time Delivery

Experience – 1 Year & 5 Month

Aircon System India Pvt. Ltd.

18-July-2024 to Till Now

Supply Chain Executive for Procurement Department.

Key Responsibilities: -

Procurement & Material Management

- A Supply Chain Executive manages the end-to-end flow of goods, from procurement to delivery, optimizing inventory, logistics, and vendor relationships to meet production and customer demands
- Manage the complete PR to PO cycle in SAP MM, ensuring accuracy and compliance with procurement policies.
- Review and validate Purchase Requisitions received from various departments.
- Convert approved PRs to POs and follow up with vendors for timelines and acknowledgments.
- Ensure correct material codes, pricing, tax structures, and delivery terms in SAP.
- Monitor inventory levels and coordinate with warehouse/production for material planning.
- Prepare Comparison sheets of three Vendors (L1 & L2 & L3) and timely approved from the HOD.
- To create the purchase order in to the system and Shared to Vendor on mail and received PO acceptance for Payment.
- Order loading process to partners and Vendors.
- Prepare IT Provision sheets for finance
- Manage invoice and payment status with vendors and finance.
- Address issues related to shipment delays, discrepancies, or damages proactively
- To share the delivery details with forwarder and Checklist approval, Payment etc.
- Send daily MIS to Management on update of order pickup and delivery status..
- Maintain updated records of import shipments, vendor database, and payment schedules

Vendor Management

- Liaison with suppliers for quotations, order confirmations, delivery schedules, And issue resolutions.
- Evaluate vendor performance based on delivery, quality, and cost parameters.
- Maintain strong vendor relationships to ensure reliable supply.

Logistics & Coordination

- Coordinate with internal teams (production, quality, warehouse, finance) to ensure Smooth Material flow.
- Track shipments and ensure timely delivery of materials.
- Follow up of delivery status from Vendor and Logistic Team
- Handle discrepancies related to goods receipt, materials quality, Or Invoice mismatches in SAP.
- Resolve issues related to delays, damages, or discrepancies in imports

Documentation & Compliance

- Maintain procurement records, contracts, and documentation as per audit Requirements.
- Ensure adherence to company procurement policies, SOPs, and statutory compliance.

- Prepare regular MIS reports on PR/PO status, material availability, And Procurement Costs

Experience – 1 Year

CINDA Engineering & Construction Pvt. Ltd.

22-Feb-2021 to 10-Dec-2021

Executive for Procurement Department

Responsibilities: -

- To create the purchase order in to the system and send to Logistics team.
- To the follow up for the material from warehouse.
- To make the E-way Bill of the shipment from port to warehouse
- Order booking into the system, once PO comes to us.
- To share the delivery details with forwarder and Checklist approval, Payment etc.
- To share the delivery documents with finance team for posting the invoice
- Order loading process to partners and vendors.
- Responsible for shipping defective equipment to vendor and arranging replacement.
- To Prepare the Closing Data and send to HQ Team
- To Prepare the Weekly Open Order Summary Every Friday and send with Manager.
- To Prepare the Inventory monthly Report and share with Manager.
- To Coordinate with Manager for any issue.
- Manage technological systems that track the shipment, inventory and supply of materials.
- Direct co-ordination with customers through Voice call and E-mail or sales person.

Experience – 1 Year & 8 Months

Pacetel Systems Pvt Ltd

12- Mar-2019 to 20- December-2020

As Supply Chain Management – Executive.

Responsibility-

- Coordinate and monitor supply chain operations
- Plan and track the shipment of final products according to customer requirements
- Arrange transportation, schedule staff, and orchestrate deliveries to meet customer demand with little to no delay.
- Creating Invoice for Sale Order and Purchase Order as per India Pan.
- Arrange Reverse Pickup.
- Arrange Delivery on time to Customer.
- Receives products and coordinates delivery.
- Facilitate the shipping of products from one destination to another.
- Keep logs and records of warehouse stock, executed orders etc.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction
- Monitoring all payments and preparing monthly **billing** report
- Issues raised by Client and Customer service team should get resolved on Priority.

Experience – 2 Year & 5 Months

Transcorp International Ltd

25- June-2016 to 20-November-2018

As Operation Executive for Creating MIS Report Daily Basis.

Responsibility-

- MIS reporting by using MS Excel.
- Internal Reporting, Management Reporting and Client Reporting.
- Facilitate development of process documentation.
- Verify the documentation & forwarded of Compliance team.
- Customization of Operation & strategic report based on project & client Requirements.
- Responsible for maintain date to date, month to month Total Collection Report.
- Day to Day report should be updated by MIS Excel.
- I Handle the Project – RIA Money Transfer and Money Gram.
- Handling the Agent Queries.

Personal Details-

Date of Birth	05-Apr-1993
Gender	Female
Nationality	Indian
Marital Status	Married
Languages	Hindi & English
Hobbies	Cooking & Playing Games , Dancing

Declaration-

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

Place: Noida
Date:

Annu Singh