

RAMYA HARI

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PROFILE SUMMARY

- MBA (HR & Finance), with **3.4 years'** experience in **Procurement**.
- **Self-motivated** professional with a hands-on results oriented approach.
- **Excellent relationship management skills** and thrives on a challenge while working effectively with all levels of management and the people therein.
- **Proven track record**, with an ability to excel within a challenging environment

QUALIFICATION

- **MBA (HR & Finance)** from School of Management Studies, Calicut University in the year 2014
- BBA from V.V. College of Science & Technology, Kanjikode, Palakkad, Calicut University in the year 2012

FUNCTIONAL EXPERTISE

- Procurement Operations
- Market Research
- Reporting and Analysis
- 360 Performance review

PROFESSIONAL EXPERIENCE SUMMARY

Senior Procurement Associate at NGA Human Resources, Infopark, Kochi (Nov 2014-March 2018)

Job Profile

- Validation and Approval of purchase requirements raised by business.
- Prepare Compliance reports for PA/PO process assessing compliance with company policies.
- Bi-weekly discussions with regional CFOs and FDs for Compliance issues on POs if any and planning other upcoming requirements.
- Market research, analysis, and presentations supporting category experts in defining the sourcing strategy (SWOT Analysis, Pestle)
- Creating and maintaining contract database of the vendor base across all categories.
- Approving On-boarding of vendors based on D&B reports and other credit reports.

- Handling Corporate Purchase Cards, Travel & Expense Cards and Lodge Cards for global employees. Liaising with Bank for issuing, managing and termination of these cards and Query Handling.
- Initiate Payments to Bank for every region where P-Card and T&E Card is issued.
- Preparing Monthly Spend Report for all cards and report Finance Head.
- Coordinating 360-degree performance review for all Procurement team members globally before Mid-year and Annual Performance Review.
- Support the Leadership Team in the development and implementation of succession and career planning for the whole team
- Work with the Leadership Team to utilise staff survey data & other relevant information to develop and implement a plan to drive team engagement
- Process improvements and timely updating of Policies and Process documents.
- Handling Travel Approval Process for employees globally

Awards & Recognitions

- Power Award for showcasing the NGA value “One Team” nominated by Director of Procurement.
- NGA Hero Award for showcasing the NGA value “Excellence” nominated by Director of Procurement.

ACHIEVEMENTS

- Second Runner-up of BEST MANAGEMENT TEAM at National Level Management Meet conducted by University of Calicut.
- Joint Secretary of Palakkad Management Students Association.
- Coordinating Volunteer in IndExpo Kerala 2013

STRENGTHS & CAPABILITIES

- Communication
- Problem solving
- Time management
- Negotiation

PERSONAL PROFILE

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|-------------------------|------------------------------------|
| Surname | : Hari |
| Age & DOB | : 32, 4 th January 1991 |
| Sex | : Female |
| Nationality | : Indian |
| Marital Status | : Married |
| Linguistic capabilities | : English, Malayalam, Hindi, Tamil |

DECLARATION

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

(RAMYA HARI)