

RAMYA SHREE P

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PROFILE SUMMARY

- 4.6 Years of Experience in Administrative Activities such as Recruitment, Retirement, Payroll Management, Employee Data Management, Employee Benefit, Scheduling Meetings.
- Supply chain management such as Preparation of sale order, purchase orders, Inventory management, Order management process, Payment transactions and E-way bill preparation.
- Excellent interpersonal, analytical, communication & organizational skills with demonstrated abilities in client relationship & internal team management

PROFESSIONAL EXPERIENCE:

**CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE, TUMKUR ROAD,
BANGALORE**

DATA ENTRY OPERATOR CUM ASSISTANT

FROM 18.11.2019 – TO PRESENT

Role Description

- Sending enquiries to suppliers as per the Departmental Requisition
- Comparative statement for the received quotation
- Preparation of Purchase Orders
- Preparation of quotation as per the requirement given by the salesperson
- Drafting an email to the partners related to queries
- Preparation of sale order, purchase orders.
- Successfully managed procurement activities on the Government E -Market Portal (GEM)
- Conducted the opening of technical bids, commercial bids and preparation of financial statements
- Software Used: Government E - Market Portal (GEM).
- Skillfully prepared Tenders and approvals from Competent Authority
- Conducted Negotiations with L1 suppliers to secure cost-effective deals
- Successfully finalized Purchase orders to ensure timely execution of Projects
- Strategically scrutinized and prioritized PR's based on critical time and material class.
- Expertly created Purchase orders in alignment with mutually agreed terms and conditions.

Administrative Activities:

- Maintenance of Biometric System and Leave management
- Payroll Management
- Assisting in Recruitment Process, Joining Formalities, Extension, Re-employment, Resignation & response to Employment verification
- Assisting in Retirement Process, Calculation of Terminal leave Encashment, Gratuity, Exiting Formalities
- Employee Benefits: Processing of Leave Travel Concession, Children Education Allowance, Increments and other benefits.
- Schedule Committee meetings
- Bill Passing for payments
- Establishment Certificates
- Attending Employees Queries

TECHNICAL SKILLS:

- Government E- Market place (GEM)
- MS office and Ms-Excel, Typing
- Tally
- Attendance and Payroll softwares

ACADEMIC QUALIFICATION:

MASTER OF COMMERCE,
MLA ACADEMY OF HIGHER LEARNING
Percentage - 74.44, Year of Passing- 2019

BACHELOR OF COMMERCE,
SHREE BASAVESHWARA FIRST GRADE COLLEGE FOR WOMEN'S
Percentage- 85.8, Year of Passing - 2017

PERSONAL PROFILE

Father's Name: Puttaraju
DOB: 30-07-1997
Languages : Kannada,English, Hindi

DECLARATION

I hereby declare that the above information furnished is true and to the best of my knowledge and belief.

Place: Bengaluru

Date :

Ramya Shree P