**RENU G**

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Aspiring for a challenging position in O2C channel that offers a greater challenge, and the opportunity to help the company advance efficiently and productively

**SUMMARY**

* Insightful experience in operation and reporting across O2C with 10 years’ experience.
* Core competencies in managing varied management functions viz. Order Management, Invoice Processing, Procurement, Inventory management and Reporting.
* Demonstrated ability by standardizing processes, negotiating favorable terms, and streamlining supplier channels
* Fair understanding in increasing sales revenues, developing profitable and productive business relationships,
* Coordinating with decision makers, building an extensive client base and market development
* Analyzing Pipeline reports, generating ageing inventory stock report and ageing payments.

**FUNCTIONAL SKILLS**

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| --- | --- | --- |
| * Order Management
* Procurement
* Sales operations
 | * Inventory planning and management
* Logistics/Supply chain
* Team Management
 | * Sales Budgeting and Forecasting
* Data Analysis
* Invoice, In-warding
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**TECHNICAL SKILLS**

* QlikView
* Oracle (NetSuite)
* Advance Excel
* Microsoft Dynamics (GPS)
* SAP
* Eclipse
* SQL
* Tableau

**EDUCATION**

* Master of Business Administration in Finance from M.S Engineering College, Bangalore, July 2010
* Bachelor of Science in Electronics from Seshadripuram Degree College, Bangalore University, July 2008

**WORK EXPERIENCE**

**Reporting and Procurement Analyst-Exclusive Network Asia- 2019 till date**

* Maintain and develop timely, accurate and insightful reports to field sales like funnel/pipeline and billing reports
* Effectively analyze and communicate relevant information, like sales forecast and Budgeting to senior management.
* Develop demand forecast and work with management to assist in quota and revenue target setting
* Assist with compensation planning for the regional sales team; Help establish and manage commission plans and monitor quota performance
* Identify, validate, and execute opportunities for sales performance improvements
* Partner with other business stakeholders on refining best practice to manage and maintain CRM data.
* Ability to gain understanding of customers and customer issues to propose effective analytics solutions.
* Liable for generating various reports for the management regarding the current backlog orders, ageing inventory, and ageing payment.
* Preparation & Sending Quotations to Partners/End customers
* Negotiations on purchase prices from OEM
* Acting as a liaison with End-customers, Executives & Managers to generate requirements and closure of cases
* Arrangement of documents for POC/Demo/export clearance by coordinating with logistic team
* Collection of payment and follow up for order closure.
* Assist in the development and management of sales and marketing processes and programs
* Assist with high volume support cases to resolve issues and work closely with Sales Management on necessary approvals for customer credit/debit requests.
* Involve in internal co-ordination for customer satisfaction for on-time delivery, invoices, and support

**Sales Operation and Team lead- Procurement- Exclusive Networks Asia – 2012-2019**

* Processing order request from sales in NetSuite.
* Preparing purchase order on vendors
* Providing advice on shipping schedule based on purchased part capacity, safety stock & in-transit stock
* In-warding the received stock in NetSuite.
* Generating invoice, purchase return, sales return and follow up for payments.
* Work to continually improve the quality and quantity of management information material
* Create ad hoc reports for senior level management as well as work on various sales related projects.
* Delivering On job training to new joiners, documenting training progress and reporting to operation manger.
* Developing process requirement documents to team.
* Resolving queries raised by Functional Groups in relation to Cash Management transaction and reconciliation open items
* Providing auditors with the required explanations and supporting documents as per the requirement

**Process Associate- Hewlett Packard--Global E-Business Operation- 2010-2012**

* Met deadlines without compromising on quality norms and adhering to SLA
* Provided on job training to new joiners, documenting training progress and reporting to operational manager
* Configured the selected part numbers given by the CSSM for Business
* Generated Manual quotes and Portal quotes when requested to build Business solution
* Ensured the Config are flowing online in B2B portal
* Played a key role in resolving quires form client either through calls or by processing request
* Attended weekly call along with team lead, and updating the information to the team members
* Stellar role in:
* Pricing update through DART (critical process)
* Processing requests for EMEA-BOSS using SAP ERP
* Using lean initiatives for process improvement
* Creating New OPG (Order Processing Guideline) using SAP

**Process Improvements:**

* Automated DSO report using Macro
* Automated Ageing inventory report using Macro.
* Standardization of Compensation Analysis
* Automation of Discount Analysis report

**LANGUAGE SKILLS**

* Fluent in English and Kannada

**AVAILABILITY**

* Possess no bond with current employer