**KEERTHANA.S  
SUPPLY NETWORK SPECIALIST**

CATERPILLAR INDIA PVT LTD. | TIRUVALLUR

Strategic Procurement Division (SPD).

**CONTACT**

**Personal Details**

Goal - oriented individual with 3.4 Years of experience in procurement. Dedicated and committed to growing and expanding skills in Supply chain management.

To work in an organization where I can acquire new knowledge and sharpen my skills to become a successful professional with my best efforts for achieving organizational as well as individual goals.

**PROFILE**

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* Supply Management – The method of connecting to and managing supplier relationships for the purpose of ordering.
* Vendor Selection – Researching and selecting the preferred vendor to purchase from.
* Requisition – The internal process of formally getting approval to order a product for fulfillment.
* Purchase Order – Creating a formal document which contains specific order quantities and requisition for the vendor.
* Receiving – Accepting the physical shipment and entering the accepted order into inventory, tracking and accounting systems.
* Invoice Reconciliation – Comparing the invoice to the PO to ensure all the costs and charges are as expected.
* Accounts Payable – The final step in Procure to Pay is focused on handling PO for payment, sending the payment, and entering the amount into the accounting systems.
* Handling purchase order issuance for Tooling in MACH 1 partition.
* Verifies purchase requisitions by comparing items requested to master list on daily basis.
* Check Accounting distributions on Purchase requisitions for all the direct and indirect suppliers.
* AP Admin – updating the supplier information in the MFG Pro by getting supplier’s information from SIA (Supplier Information Application).
* On boarding the supplier by signing NDSA (Non-disclosure security agreement) in SAP Ariba.
* Resolve Invoice Grief for direct /Indirect using SAP MM database.
* PTA- worked on supplier’s payment term agreement
* Knowledge about caterpillar purchase and supply standards.

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Communication address:

No:7, Main Road,

Anjenayapuram, kakkalur,

Thiruvallur-602003.

Date of Birth: 21-05-1995

Hobbies: Listening to music,

reading books

Languages:

English, Telugu, Tamil

I declare that the information and facts stated above are true and correct to the best of my knowledge and belief.

**DECLARATION**

**SET**

* Adaptable to new environment.
* Team player
* Hardworking
* Leadership quality
* Positive approach
* Embedded C, Basic of C, C++, MSC, NextGen, SAP Ariba,

LOGNET, SAP MM , knowledge in EDI , Devops and Jenkins.

**SKILL SET**

**ACADEMIC PROJECTS**

* Title of the project: Project on VLSI design and implementation of GPSC-GSM based automation system using FPGA.
* language: VHDL Code
* Platform: VLSI

**Project Description**: The main aim of this project is to design a home automation system which makes operating of electrical appliances in home through android application.

## Year-2016

Completed **Bachelor of Engineering** in **Electronics and communication department** with CGPA of 8.2.

## Year -2019

Presently doing **Master of business administration** in **logistics and supply chain management.**

**EDUCATION**

* Documented and resolved invoice grief resolution and cleared the grief within 15 days of ageing.
* Worked on end to end stabilization on invoice grief resolution and cleared the grief on daily basis.
* Reduced repeated grief and took steps to avoid grief in future.
* Recognition for clearing invoice grief at critical period.

**ACCOMPLISHMENTS**