

Curriculum Vitae

Ritu Kumari

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DOB: 11th December 1992

Objective

To work in a conducive environment for reputed organization which provide opportunities to learn and enhance work skills that will help me grow and excel my career to contribute positively towards organizational growth.

Educational Qualification

- M.COM[2018]IGNOU – Pursuing
- B.COM (H) [2013] Goenka College of Commerce and Business Administration.
- Higher Secondary [2010] Kendriya Vidyalaya.
- Secondary [2008] Kendriya Vidyalaya.

Application Used

- MS Office.
- GPS Tool (Global Procurement system) in SAP.
- GFS Tool (Global Financial System) in Oracle.
- ITSM Tool
- Web Assist (Livezilla) (Tool for taking chats)

Work Experience

Capgemini India Pvt. Ltd

Experience – March 2014 – 19th March 2018

Process Details

- Procurement process for UK and France.
- Resolving procurement related issues via emails, calls and web chat.
- Procuring hardware/ software for requesters based on UK and Ireland.
- Raising and Approving carts for UK via GPS tool.
- Setting up GPS account for UK based requesters.
- Contacting suppliers for quotations and other purchase order related issues.
- End to End process details.
- Creating suppliers via GPS tool.
- Preparing monthly reports and KPIs.
- Providing cross training to the team and joiners.

- Audit check of work done by team.
- Evaluating sourcing opportunities for cost reduction.
- Part of Global Supplier Cleansing Project.
- Handle one project solely – Transversal

Additional Information

- Willing to learn and Quick Learner.
- Ability to work hard
- Flexibility
- Punctuality
- Prefer handling challenging task