



Regana A

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OBJECTIVE

I am a Process Associate candidate with a background in Office Assistant and am also capable of handling purchases. I am seeking a job to secure employment with a reputable company where I can utilize my skills. I am dedicated to resolving complex issues and leveraging my strong technical knowledge to provide effective solutions.

EXPERIENCE

10/23 -
03/24

- **Store Manager**

Safeboy safety solutions

- Delivering excellent service to ensure high levels of customer satisfaction.
- Motivating the sales team to meet sales objectives by training and mentoring staff.
- Creating business strategies to attract new customers, expand store traffic, and enhance profitability.
- Hiring, training, and overseeing new staff.
- Responding to customer complaints and concerns in a professional manner.
- Ensuring store compliance with health and safety regulations.
- Developing and arranging promotional material and in-store displays.
- Preparing detailed reports on buying trends, customer requirements, and profits.
- Undertaking store administration duties such as managing store budgets and updating financial records.
- Monitoring inventory levels and ordering new items.

12/22 -
08/23

- **Purchase Manager**

Suprabhatha & Co

- Led the procurement team in sourcing, negotiating, and purchasing materials, products, and services to meet organizational needs and cost targets.
- Prepares and processes purchase orders and requisitions for materials, supplies, and equipment.
- Drafts, explains and implements instructions, policies, and procedures for purchasing and contract management.
- Managed supplier relationships, fostering strong partnerships and ensuring timely delivery of goods and services while maintaining quality standards.
- Acts as the company's representative in negotiations with suppliers.
- Collaborated with cross-functional teams, including production, finance, and logistics, to align procurement strategies with overall business objectives.
- Implemented sustainable and ethical sourcing practices, considering environmental and social factors in supplier selection.
- Maintains and/or implements purchasing and record keeping systems.
- Resolves grievances with vendors, contractors, and suppliers.
- Prepared and presented procurement reports to senior management, highlighting key performance metrics and cost-saving initiatives.

07/21 -
09/22

- **Process Associate**

Bluez Informatics Solutions

- Efficiently processed and managed XML data to ensure accuracy and compliance with established standards.
- Collaborated with cross-functional teams to troubleshoot and resolve data-related issues, improving data integrity.
- Utilized XML editing tools (Epsilon editor) to manipulate and validate data.
- Developed and maintained detailed documentation of XML processing procedures, enabling seamless knowledge transfer within the team.
- Assisted in training new team members on XML processing techniques and best practices, reducing onboarding time.
- Played a key role in identifying process inefficiencies and proposing solutions that streamlined XML data workflows, and increased in overall productivity.
- Participated in regular quality assurance checks to ensure data accuracy and compliance with industry standards.
- Actively stayed updated with industry trends and developments related to XML standards and technologies to contribute to process improvements.

07/19 -
02/21

- **Office Assistant (Service Section)**

Zimson Times Private Limited

- Managed and organized office operations, including scheduling appointments, handling incoming calls, and responding to emails, resulting in improved office efficiency.
- Coordinated and maintained office supplies and inventory management.
- Assisted in the preparation of various documents, presentations, and reports using Microsoft Office Suite, ensuring a polished and professional appearance.
- Supported the HR department by organizing employee records, scheduling interviews, and facilitating the onboarding process for new hires.
- Handled incoming and outgoing mail, including sorting, distributing, and preparing packages for shipment, optimizing mailroom processes.
- Collaborated with cross-functional teams to plan and execute company events, contributing to employee engagement and team building.
- Acted as the primary point of contact for visitors and clients, providing a welcoming and professional atmosphere.
- Assisted in maintaining and updating the company's digital and physical filing systems, enhancing accessibility to important documents.
- Supported IT troubleshooting by assisting colleagues with basic technical issues, improving overall team productivity.

EDUCATION

2022

- **MBA Information System Management**
Bharathiyar University
60.11%

2018

- **BSc. Computer Science**
Nirmala College for Women
70.11%

2015

- **Higher Secondary (12th)**
S. R. P Ammani Ammal Girls Higher Secondary School
75.33%

2013

- **High School (10th)**
Presentation Convent Girls Higher Secondary School
79%

SKILLS

Programming Language : HTML,
XML, MySQL.

40%

Soft Skills : Microsoft office Suite ,
Adobe Photoshop, Adobe Pagemaker.

80%

Other skills : Professional Henna
Artist.

80%

LANGUAGES

- Tamil (Speak, Read, Write).
- English (Speak, Read, Write).
- Urdu (Speak).
- Hindi (Speak).

PERSONAL DETAILS

- DOB : 26/ 05/1998.
- Merital Status : Single.
- Address : 89/1 Sriram nagar, 7th Street, podanur, coimbatore -641023.
- Nationality : Indian.
- Passport No : S0356487.

DECLARATION

- I hereby declare that the above-mentioned information is up to my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.
- Place :
- Date :

Signature