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Personal Profile:

- Date of Birth: 08-12-1984
- Nationality; Indian
- Marital Status: Married
- Passport No: X7292886

Education:

- Bachelor of Commerce
- Diploma in Computer Applications
- Diploma in Computer Hardware and Networking

Languages:

- English
- Hindi
- Malayalam
- Tamil

Key Skills:

- Procurement & Purchasing
- Vendor Management
- Purchase Order Processing
- Invoice Processing
- Inventory Control
- Cost Analysis & Budgeting
- Contract Management
- Negotiation Support
- Compliance & Documentation

Computer Skills:

- MS Office
- Oracle ERP
- Tally
- Computer Software,
- Hardware and Networking

Praveen Ramaswamy

Experienced professional with 15 years of experience in Document Control, Purchase Management / Procurement Assistant, Administration, Invoice Management & Processing and Customer Support, with telecom industry, specialized in handling Project Documentation, Project Tracking, Procurement Support, Invoicing, Updating the PIP, Capitalization Tracking & Administration. Aiming to utilize my strong organizational skills to manage complex projects and contribute to sustainable practices.

Work Experience

3 years of experience as Office/Purchase in Charge & Accountant Masous Tradesource Pvt. Ltd., Kerala, India (Jul 2021 to Nov 2024)

Job Profile:

- Expertly managed comprehensive factory accounting, ensuring precise financial records and updates.
- Diligently maintained and updated invoice tracking to support accurate billing and payments.
- Provided essential operational support and assistance, optimizing factory performance.
- Oversaw meticulous inventory management of Finished Goods & Raw Materials, guaranteeing stock accuracy.
- Coordinated the Procurement of Raw Materials, aligning with production needs.
- Directed daily factory operations and supervised staff, fostering a productive and efficient work environment.

10 years of experience as Administrating, Procurement and Invoicing Specialist Mobile Telecommunication Company (Zain KSA), Riyadh, Saudi Arabia (Mar 2011 to May 2021)

Job Profile:

- Assist in sourcing and evaluating suppliers to ensure quality and cost-effectiveness.
- Directed, coordinated, and evaluated the Procurement department, ensuring competitive vendor proposal management.
- Facilitated seamless coordination between Finance and various departments to expedite purchase requisitions, aligning with financial management protocols for requisite approvals.
- Efficiently created and managed Purchase Requisitions, overseeing the approval process through to the issuance of Purchase Orders and subsequent ERP receipt confirmations.
- Managed the receipt of invoices from the Finance Team and suppliers, conducting thorough validations and coordinating approvals, ensuring prompt return to Finance post-approval.
- Implemented a robust Three-Way matching system for invoices, aligning Purchase Orders, Receiving, and invoicing to maintain financial integrity.
- Ensured timely and accurate processing of supplier payments, adhering strictly to Purchase Order payment terms.
- Maintained and updated comprehensive tracking sheets for Purchase Requisitions, Purchase Orders, Invoice receipts, and Capitalization, ensuring meticulous record-keeping.
- Delivered monthly and periodic management reports on purchasing activities, budget adherence, controls, and process efficiencies.
- Provided essential support to the team, extending assistance for additional responsibilities as required.
- Prepared a wide array of professional documentation, including Memos, Official Letters, Presentations, RFQ/RFP Documents, and Penalty Letters, demonstrating versatile communication skills.

Strengths

- Quick learner with the ability to adapt to new environments and trends
- Strong work ethics
- Excellent negotiation and communication skills
- Excellent Leadership Skills
- Excellent Analytical Skills and Planning & Project Management capabilities
- Creative and lateral thinking

Hobbies:

- Reading
- Traveling
- Music

- Led 5-yr CAPEX/OPEX plan reporting, steering Procurement dept. strategy.
- Support procurement managers in contract negotiations and supplier agreements.
- Bridged Finance & other depts. for purchase requisitions, ensuring fiscal policy compliance
- Managed Purchase Requisition to Purchase Order cycle, including ERP receiving & invoice validation.
- Delivered timely supplier payments, maintained accurate procurement records & aided team.

1 year of experience as Administrative Assistant

Mobile Telecommunication Company (Zain KSA), Riyadh, Saudi Arabia
(Feb 2010 to Feb 2011)

Job Profile:

- Delivered comprehensive support to department head, ensuring optimal productivity and efficiency.
- Facilitated departmental operations by providing all-encompassing assistance to team members.
- Managed and maintained accurate invoice tracking systems for financial oversight.
- Crafted professional memos and official correspondence, upholding company communication standards.
- Supported dept. Chief's, Assisted entire team, Boosted dept. head productivity
- Managed financial tracking, Tracked & updated invoices, Prepared memos & letters, Authored official communications
- Streamlined team operations

4 years of experience as Accounting and Customer Support Officer

Idea Cellular Ltd., Kerala, India (Feb 2006 to Jan 2010)

Job Profile:

- Drove operational excellence through a dynamic role in Accounts Management, IT Support, and Customer Service.
- Strengthened customer loyalty by surpassing service expectations and fostering strong relationships.
- Optimized office efficiency by administering daily accounts and refining administrative procedures.
- Prepared key financial documents such as Invoices, Bills, and Vouchers, facilitating smooth business operations.
- Ensured meticulous record-keeping for supplier and customer accounts to maintain accuracy and accountability.
- Managed financial records with exactitude, including Day Books and Ledgers, while systematically organizing critical documentation.
- Exceeded customer service goals, streamlined office admin tasks.
- Managed financial records, Led account & IT support operations.

2 years of experience as Hardware, Software and Networking Technician

SizCom Institute of Computer Engineering, Kerala, India (Jan 2004 to Jan 2006)

Job Profile:

- Expert in computer hardware and software installation, maintenance, and troubleshooting.
- Dynamic part-time instructor specializing in comprehensive computer software training.
- Skilled in driving computer sales through meticulous analysis of customer needs and preferences. Proficient in crafting tailored quotations and ensuring timely delivery aligned with client specifications.
- Committed to exceptional customer service through diligent follow-up and robust support. Reliable provider of essential support for optimal institutional operations and IT infrastructure efficiency.