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| |  | | --- | |  |     **Contact**     |  |  | | --- | --- | |  | Dubai, UAE | |  | +971589370076 | |  | gupritmarva@gmail.com |  |  |  | | --- | --- | |  | 14th July 1991 | |  | Married |     **Skills**     * SAP (Light House) * Fieldglass (SmartLabor II) * LARS (Labor Review and Sourcing tool) * Ariba (SmartBuy & RevGen) * Polaris * Supplier Reference Server (Supplier database) * Vendor lookup tool * Microsoft Office | |  | | --- | | GURPRIT KAUR      **Professional summary**  To acquire a position more suited to skills and capabilities. Intend to pursue a deep rooted career in procurement to make the best use of skill sets and potential to benefit the organization.    **Work history**  Designation- Associate Procurement 08/2018 - 01/2021  DXC Technology   * Verifying and releasing Purchase Orders (PO) in SmartBuy application * Worked as Product Administrator of Fieldglass SmartLaborII application, trainer for new team members * Monitor and correct integration Fallouts of Invoices, Work Orders and CATW time sheets from Fieldglass to SAP Compass tool * Extracting Accrual report and Invoice Extract Report for paying vendors * Validate and add new vendors in SmartLabor application who can provide Agency Contractor services to company * Performing Quality Check for L1 Team and providing feedback * Resolving queries/issues raised in Service Now tool with regard to SmartLabor application * Responsible in managing Agency Contractors worker profile data * Coordinating with AC Labor Desk operations team to ensure Job Postings are approved within TAT * Assisting requesters in creating Job Posting Worker Profile and Work Order * Agency contractors Work Orders & Timesheets fallout clearance * Prepared Standard Operating Procedure (SOP) for SmartLaborII process   Procurement Associate II 05/2016 - 08/2018  Hewlett Packard Enterprise   * Worked in SmartBuy Ariba Tool to create purchase orders, purchase requisitions and manage them efficiently * Manage flow of day-to-day operations and create reports on team's progress * Handling queries end to end related to procurement process both for internal and third party suppliers * Handled more number of request via CMT tool * Supported in DMO (Divestiture Management Office) activities during HPE and ES/CSC Split * Coordinating with SAP team to unblock purchase order (PO) for payment purpose * End to end process knowledge about P2P (Procure To Pay) * Interaction with dependents team gained me enhancing deep level knowledge of Procurement tools and process       **Education**    M.Com : Commerce, 2016  Indira Gandhi National Open University, IGNOU    B.Com : Commerce, 2013  Acharya Institute Bengaluru | |

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