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 **Contact**

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|  | Dubai, UAE  |
|  | +971589370076  |
|  | gupritmarva@gmail.com |

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| --- | --- |
|  | 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

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| 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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