



ASHITHA GONSALVES

Dubai | (+971) 56 86 21487 | ashitha.gonsalves1@gmail.com

Professional Summary

A dynamic and motivated professional with a proven record of 7 years of experience in HR, Procurement, and Project Management.

Work History

PROCUREMENT OFFICER FRACTAL SYSTEMS FZ LLC

07/2019 – 03/2021

- Managed all procurement activities for IT & Telecommunication Products.
- Negotiated cost reduction with suppliers.
- Coordinate with the various business units for identifying professional requirements (IT, software, and applications, etc.) and other internal requirements (including material, equipment, services, etc..)
- Communicating with the suppliers with regards to prices, availability, terms of deliveries, payments, and any other tasks that the Sales/Procurement Executive may require.
- Worked directly with multiple distributors to procure all inventory items required for job execution and daily operations.
- Communicated with all levels of management in the areas of planning, purchasing, logistics and operations.
- Established new plan to achieve higher efficiency in delivery of product to stores by scheduling inventory purchasing and receiving.
- Co-ordinating with local and international suppliers for pricing and product deliveries.
- Managed the Budgeting and costing for the projects.
- Liaising with Accounts Department to ensure accurate and timely payment of invoices vital in maintaining business with the supplier.
- Reviewing purchase orders and shipping documents to ensure accuracy.
- Organizing and managing inventory, storage, and transportation.
- Monitored shipments, costs, timelines, and productivity.
- Managed inventory tracking system to record deliveries, shipments, and stock levels.
- Create detailed reports for adjustments, inventory operations and stock levels.
- Coordinating transportation providers to ensure prompt and proper movement of shipments
- Reviewing purchase orders and shipping documents to ensure accuracy.
- Plan and track the shipment of final products according to customer requirements.

HR CUM PROCUREMENT EXECUTIVE DAFNIA MIDDLE EAST FZ LLC

09/2015 – 06/2019

- Perform HR Administration and a full spectrum of Payroll Processing.
- Maintained newly joined employee details in the pay system, ensure data are created correctly.
- Maintain and update payroll records (allowances / deduction / overtime payment).
- Handle staff/worker resignation and termination.
- Assigned task to associates, project staffing, tracking progress and updated managers, partners, and clients as necessary.
- Worked closely with all product development departments to create and maintain marketing materials for sales presentations and client meetings.

- Review files, records, and other documents to obtain information and respond to requests.
- Organized training programs and department meetings.
- Responsible for the processing of documentation, background verification and medical formalities for new recruits in the company Interacting with the Hiring Manager for feedbacks.
- Maintain & update the Daily/Weekly/Monthly MIS report, HR files and employee information in various reports and software.
- Managing leave and attendance of the employee.
- Handling the Full cycle of visa Process including Entry Permit, Medical, Insurance, Exit Process.
- Worked with senior management to create HR policies and procedures; recruit employees; and develop orientation, training, and incentive programs
- Organized and coordinated company social events, and CSR activities.
- Co-ordinating with local and international suppliers for pricing and deliveries.
- Managed end-to-end vendor relationship including pitching, negotiation, invoicing and manage delivery schedule.
- Responsible for PO creation, order accuracy, and invoice approval.
- Prepare, maintain, review purchasing files, reports, and pricelists.
- Do budgeting, costing, and cost-saving review of purchases.
- Act as a liaison between supply orders and customer orders, analyze and resolve basic receipt of goods and invoice issues, forecasting inventory needs, and monitoring inventory levels.
- Developing detailed cost models, purchase price analysis of goods and services that are supplied using available data and analysis tools.
- Preparing business review reports and presentations to Management.

**ASSISTANT PROGRAMMER
NATIONAL INFORMATIC CENTER**

06/2013 – 02/2015

- Perform in-depth quality assurance reviews on software, finding all bugs using various software testing techniques such as System testing, Integration testing, Compatibility testing, Usability testing, Performance testing.
- Creating reports for the programming team with details about each bug or error, listing all mistakes, and providing in-person assistance to fix issues.
- Testing live site, which included testing all the servers to validate user behavior.
- Collaborated with other quality assurance technical teams to ensure bugs were not repeated in the live site.
- Reviewed software thoroughly and ensured the customer experience matched our goals.

Highlights

- Expertise in Visa Process for TECOM, JAFZA, and AFZA Authority
- Expertise in Full Cycle of Recruitment Process
- Inventory and Vendor Management
- Project Management

Skills

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| <ul style="list-style-type: none"> • ERP & CRM: Tally, FOCUS, ZOHO • Microsoft Offices: MS Word, PowerPoint, Excel, SharePoint | <ul style="list-style-type: none"> • Other Software: Photoshop, Illustrator, Premiere Pro |
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Education

**Bachelor's: Electronics and Communication Engineering
Visvesvaraya Technological University - India**

2012

Languages

English, Hindi, Kannada, Tulu