

CURRICULUM VITAE

RAJANA UMA

D/o. APPALANAIDU,
LAXMIPURAM (VILL),
NATHAVARAM(MD),
VISAKHAPATNAM. Dist, Pin:
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CAREER OBJECTIVE

To be a part of an esteemed organization, intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully with my skills and realize my potential. To obtain a challenging and responsible position in a professionally managed organization. I am looking forward to an opportunity where I can utilize my skills in contributing effectively to the success of the industry or organization in which I work.

WORK EXPERIENCE

HETERO DRUGS LTD (Aug 2021 to Jan 2023): Working as a Junior Officer (Procurement) in Hetero Drugs Ltd, Hetero Drugs Ltd corporate office, Sanath Nagar, Hyderabad, Telangana.

WORK DESCRIPTION

- Responsible for managing end-to-end Procurement Process covering the following areas: procurement planning, category management, procurement analytics, purchasing & expediting and P2P, Source-to-Pay, Accounts Payable.
- Analyzing the marketplace to find the broadest set of capable suppliers globally who provide the best product cost, quality, and delivery objectives – ensuring maximum bottom-line impact.
- Negotiating with suppliers in terms of new contracts and working on the agreements.
- Creation of contract (Amendment, Change Order, etc.) as and when required per requirement.
- Review contracts and update required details (Payment terms, service start & end, effective date) on PO before issuing to suppliers.
- Completing Purchase Order forms and issuing Purchase Orders in accordance with applicable Company Purchasing Policies and Procedures.
- Attending Process and Operations calls, both internal and external.
- Documentation Work through **SAP**.

ACADEMIC PROFILE:

- **Master of Business Administration** from **ISTS Women's Engineering College (JNTUK)**
Pursing During the period of 2023-2025.
- **Bachelor of Science in Chemistry** from **Andhra University** with an aggregate of **90%** during the period 2015-2018.
- **Intermediate in MPC** from **Sri Krishana Junior College, Narsipatnam** with an aggregate of **89%** during the period 2013-2015.
- **S.S.C** from Board of Secondary Education in **Sarada English Medium school, Narsipatnam** with an aggregate of **93%** in the year 2012-2013.

TECHNICAL SKILLS:

- Software: SAP
- Proficient with Microsoft office 2010

SOFT SKILLS:

- Ability to learn
- Good communication and interpersonal skills
- Application Thinking.
- Flexibility Adopting in any Circumstances.

PERSONAL DETAILS

- Name : RAJANA UMA
- Date of Birth :11.07.1998
- Father's Name : Appala Naidu
- Mother's Name : Paidithalli
- Languages Known : Hindi, English and Telugu
- Hobbies : Listening Music

Place: Narsipatnam

Dt: 03.06.2025

(R.Uma)