

# Raneet Kaur

Manager – Operations & Procurement  
Janakpuri, New Delhi | Married  
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## PROFILE SUMMARY

Dynamic and results-oriented professional with 8+ years of rich experience in procurement, operations, sales coordination, and vendor management. Proven ability to streamline operations, enhance process efficiency, and build strong vendor and client relationships.

## CORE COMPETENCIES

- Procurement & Vendor Management
- Sales Support & Coordination
- Contract Negotiation & Cost Optimization
- Operations & Office Administration
- Dispatch Scheduling & Delivery Coordination
- Customer Service & Complaint Resolution
- Excel & Data Management
- SAP & ERP Software Knowledge
- Purchase Management & GRN
- Back Office & Administrative Support

## LANGUAGES

- English
- Hindi
- Punjabi

## PROFESSIONAL EXPERIENCE

### **Powertech Switchgears (India) Pvt. Ltd.**

Purchase Manager (Nov 2024 – Present)

- Lead procurement activities ensuring timely purchase of goods and services.
- Negotiated contracts to reduce costs while maintaining quality standards.
- Built and maintained strong vendor relationships for reliable supply chain operations.
- Collaborated with logistics teams to ensure seamless dispatch and receipt of goods.
- Drove process improvements to boost efficiency and reduce lead times.

### **Balaji Switchgears Pvt. Ltd.**

Manager – Operations & Procurement (Jun 2019 – Oct 2024)

- Ensured high levels of customer satisfaction with timely support and issue resolution.
- Managed end-to-end procurement of operational resources.
- Successfully negotiated favorable terms with suppliers, achieving cost savings.
- Oversaw dispatch schedules and vendor follow-ups for smooth operations.
- Provided after-sales service, enhancing client retention.

### **Laxmi Enterprises**

Sales Coordinator (May 2016 – Jun 2019)

- Streamlined coordination efforts, boosting productivity by 15%.
- Managed client communications and resolved queries, improving satisfaction by 20%.
- Maintained sales records and reports to support decision-making.
- Assisted in pre-sales activities and proposal preparations.

## **EDUCATION**

- Bachelor of Commerce (B.Com) — University of Delhi (2013–2016)
- Senior Secondary (12th), Commerce Stream — CBSE Board (2012)
- Secondary (10th) — CBSE Board (2010)