



AMITY TECHNICAL PLACEMENT CENTRE

DELHI | GR. NOIDA | GURUGRAM | GWALIOR | JAIPUR | LUCKNOW | NOIDA
MUMBAI | RAIPUR | RANCHI | KOLKATA | PATNA

AXA XL

Virtual Campus Recruitment – 2021 Passing Out Batch

Only for Students of Amity Education Group

Only for Unplaced & Eligible Students

Last Date to Register – 6:00 PM, 08th July 2021

Company	Axa XL
Website	www.axaxl.com
Batch	2021 Passing Out Batch
Date of Campus	Will inform be informed
Joining	Immediate
Job Title	Executive – Procurement Operations
Eligible Degrees	B.Tech
Eligible Branches	All Streams
Eligibility Criteria	No Criteria
Location	Gurugram
Skills Required	<ul style="list-style-type: none">• Experience/Knowledge of working in ERP/Procurement systems (preferably Coupa/SAP).• Experience/Knowledge of working in Procurement domain supporting day to day operations (PR-PO) activities.• Preferably with knowledge of Procurement Function Life Cycle.• Excellent written/verbal skillset for business communications/meetings with internal/external stakeholders.• Excellent knowledge of MS Excel and other applications of MS-Office suite.• Analytical Abilities – Ability to analyze expenditure from various aspects and support management need of information.• A knack of negotiation and influencing people.• Bent of mind towards cost savings/optimization through analysis and decision support.
Job Responsibilities	<ul style="list-style-type: none">• Working as a Buyer, supporting business with Procure to Pay activities.• Purchase Requisition (PR) Due Diligence & escalate for missing information.• Support Supplier Onboarding process on Coupa P2P system.

	<ul style="list-style-type: none"> • Support Procurement mailbox handling. Handle pre/post-match exceptions and swiftly action to resolve. • Assisting line of business with Procurement tools & process. • Updating process trackers & provide inputs for monthly/quarterly reports/dashboards. • Support with Procurement/Sourcing back-office activities, including SLAs, KPIs, Spend Analysis and Continuous Improvement process.
Compensation (CTC)	INR 5.50 LPA
How to Apply?	<p>Interested and eligible students need to apply on the link given below latest by 6:00PM, 08th July 2021.</p> <p><u>CLICK HERE</u></p>

My Best Wishes are with you!

Prof (Dr.) Ajay Rana

Ph.D (CSE) & M.Tech (CSE) - Two Time Gold Medalist
SMIAENG, SMIACSIT, LMISTE, LMPF, LMCSI & MIET (UK)

Senior Vice President – Amity Education Group

Dean – Industry & Academia Alliance

Advisor – Amity Education Group