

ANNES REGIL

Data Analyst

+91 97890 25082

annesregil@gmail.com



annes85 · GitHub

PERSONAL INFORMATION:

Nationality: Indian

Marital Status: Married

KEY SKILLS:

- Power Bi
- Tableau
- Python
- Manual Software Testing

Education:

MCA-Computer Applications

Sathyabama University, India

(Apr 2009)

B.Sc-Physics

Manonmanium Sundaranar
University, India

(April-2006)

Certifications

- ISTQB- FOUNDATION LEVEL
- DATA ANALYST

DATA ANALYST PROFILE

Data analyst with experience in IT Procurement sector. Proven ability to transform vendor, supply chain and collections data into actionable insights. Proficient in **Power BI, Tableau** to visualize trends and drive operational efficiency.

WORK EXPERIENCE

IT PROCUREMENT ASSISTANT

Apr 2018 – Nov 2023

BIO IDZ, UAE

Responsible for organizing and maintaining a central facility for the purchase of all goods, services, and contracts on a best price / best quality basis. Also ensuring the smooth supply of material, consumables, and equipment to the company.

Key Responsibilities:

- Assisted in end to end procurement and supply chain activities and responsible to ensure long-term, the cost-efficient supply of materials.
- Analyzed procurement data to uncover cost-saving opportunities and support data-driven decision-making.
- Designed and maintained interactive dashboards using **Power BI, Tableau, and Excel** to monitor supplier performance.
- Preparing & processing purchase orders and invoices for purchases, providing sourcing input to colleagues to aid business planning and development.
- Managing vendor payments and invoices and effectively administering the order lifecycle.

IT PROCUREMENT ASSISTANT

NOV 2013 – APR 2014

FUJISOFT TECHNOLOGY LLC, UAE

Key Responsibilities:

- Raise and process purchase orders for IT equipment and services.
- Coordinate delivery and distribution of equipment.
- Communicate with suppliers for pricing, availability and delivery timeline.
- Keep accurate record of purchases, invoices and contracts.
- Coordinate with finance for approvals and payments.
- Track software licenses and renewals.

SOFTWARE QUALITY ANALYST

Aug 2011 – Apr 2013

3i INFOTECH, CHENNAI

Key Responsibilities:

- Designed and executed test cases, test plans, and test scenarios based on requirements.
- Performed manual testing for web and/or mobile applications.
- Identified, logged, and tracked bugs using tools like Bug Genie.
- Collaborated with developers to reproduce issues and verify fixes.
- Conducted functional, regression, and smoke testing.
- Ensured software met quality standards and user requirements.