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**Career Objective**

Seeking for further challenges where my knowledge and experience could be utilized for mutual benefit of the organization and for myself. I want to build my career in a progressive organizationthat will provide me with a good opportunity to grow personally and professionally.

**Work Experience**

1. **Company Name**: **Eurolife Healthcare Pvt. Ltd.**

Tenure : June 2014 till date

Designation : Purchase Officer

**Roles & Responsibilities:**

* Purchasing or arranging Raw materials and Packing materials for the specific product.
* Keeping follow-up for order and dispatch of Raw material and Packing material.
* Keeping follow-up and record of necessary documents of Raw material.
* Negotiating of price with vendors and suppliers for Raw material and packing material.
* Keeping record of courier and Road permits for transport.
* Preparing cost sheet for costing of finish product.
* Had responsibility for closure of advance license.
* Co-ordinating with factory unit for production and dispatch of material.
* Keeping record, follow-up, process of vendor’s payment.
* Arranging documents and keeping follow-up for Pharma product registration.

1. **Company Name: Amardeep Designs India Pvt. Ltd.**

Tenure : August 2013 till May 2014

Designation : Export - Import Documentation and Purchase Executive.

**Roles & Responsibilities:**

* Preparing and arranging documentations of air and sea for Import & Export clearance.
* Arranging and negotiating freight forwarding price with shipping companies.
* Having conversation through mail and verbal for orders and arranging Performa invoice from foreign sellers.
* Arranging Bank documents.
* Keeping follow-up for fabric order and supply.
* Negotiating with fabric vendor for price, quality and supply.
* Keeping stock record of Fabric.
* Keeping record, follow-up, process of vendor’s payment.

1. **Company Name : Global Agencies.**

Tenure : May 2012 till June 2013

Designation : Import Export Documentation Executive

Computer software : Live Impex

**Roles & Responsibilities:**

Arranging and collecting documents from clients.

* Preparing custom documentation of air and sea port for Import & Export clearance through Live impex software.
* Dealing with shipping company for booking & to collect Delivery order.
* Preparing job invoice to client.

**Qualification**

* 2007 - S.S.C. from Maharashtra State Board.
* 2009 - H.S.C. from Maharashtra State Board.
* 2013 - Bachelor of Commerce Graduate from Mumbai University.
* 2011 - IATA/UFTAA Foundation Course from VIVA College of Hotel & Tourism Management.
* 2014 - Completed ETTI course (Export Trade and Training Institute)

**Strengths**

* Self-Motivated Professional
* Critical Thinking
* Relationship & Vendor Management Active Listening
* Organized
* Quick Learner
* Insightful
* Positive Outlook
* Negotiation Skills
* Goal Oriented
* Interpersonal Skills
* Time Management

**Personal Details**

Date of Birth : 5th September 1991

Marital Status : Single.

Nationality : Indian.

Language : English, Hindi, Marathi &Konkani.

Hobbies : listening music, playing football, and surfing internet.