AREAS OF EXPERTISE

*Creating Purchase Orders Supplier accounts*

*Stock analysis reports Cost reduction Administrative processes*

*Making Quotations*

*Mapping in drawing*

PROFESSIONAL

*Best Performer of the Year Award (2014-2015)*

PERSONAL SKILLS

*Determined Forward thinking Focused*

*Hard working*

Garima

Product Executive

PERSONAL SUMMARY

A target driven individual who can liaise between suppliers, manufacturers, internal departments and customers. A hardworking, proactive product executive with an upbeat and positive attitude, who is looking forward for an opportunity to make a big difference in a business that is, moving forward. Having a proven ability to ensure that a company enjoys a competitive edge when compared to their competitors by securing the best quality, price and terms from suppliers. Now looking for a new and challenging managerial position, one that will make best use of existing abilities and knowledge and also further my career and professional development.

WORK EXPERIENCE

***Anup Enterprises Pvt. Ltd. (Expert Partner of Alcatel-Lucent Enterprise)***

PRODUCT EXECUTIVE Oct 2013 – May 2016

Responsible for organizing and maintaining a central facility for the purchases of all goods , services and contracts on a best price/best quality basis and comprehensive Purchase Order management and inventory system.

***Duties****:*

* Processing all paperwork relevant to the purchasing and receipt of goods.
* High levels of integrity & professionalism in transactions & conduct with suppliers.
* Dealing with top IT vendors for IT related procurement like Alcatel-Lucent EPABX, WiFi, Surveillance, PA System, Fire Alarm System, IP/SIP phones, Projector and accessories, Microsoft paper licenses etc.
* Monitoring and managing supplier performance.
* Responsible Preparation & Execution of purchase order and sending the same to suppliers.
* Coordinating & following up of schedules, deadlines & delivery dates.
* Sourcing new suppliers and finding out what they have to offer.
* Extensive use of Internet for finding & developing new suppliers.
* Checking confirmations of order, delivery note & invoice control.
* Ensuring compliance to company Purchasing Guidelines and systems.
* Preparation of Comparative Statement of Quotes.
* Taking care of all IT accessories related purchases /software
* Preparation of Comparative Statement of Quotes.
* Looking after sales and general administration.
* Inventory Master & Statutory Forms Updation(Like C-Form & VAT 47A)
* Follow up with accounts & finance for releasing payments/PDCs identification

KEY SKILLS AND COMPETENCIES

* Creating and maintaining procedures relating to the purchasing function.
* Developing supplier consolidation plans.
* Excellent telephone manner and fully computer literate.
* Able to prioritize workload and manage several projects at any one time.
* Discuss issues with reporting manager immediately.
* Monitoring of costs throughout projects by identifying and tracking cost drivers.
* Member of Indian Institute of Materials Management (IIMM) Navi Mumbai
* Pursuing course in International Diploma in Purchasing and Supply Chain Management(IPSCM)

ACADEMIC QUALIFICATIONS

# University of Rajasthan 2006 - 2009

BSc (Geography, Economics, Psychology) 77.50%

# Institute of Business Studies & Research, Navi Mumbai 2009 - 2011

 MBA (HR) 71%

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