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#### *KUSUM LATA JAISWAL*

**Building A-46, Mohan Garden Ext**

Objective

To reach acme in the finance field with the implementation of my knowledge and skills.

Work Experience

**From 8th June 2016 – Till Now**

Working with Span Floors Pvt. Ltd. as an Executive in Purchase Department.

* **Job Profile :-**
* Purchase of stocks as per the requirement of stores and users.
* Dealing with internal and outside customers.
* Ensuring timely availability and delivery of materials.
* Development of new vendors to achieve cost reduction and minimize lead time.
* Development of new vendors to develop alternate sources of supply.
* Analyzing quotation as regards to price, lead time.
* Coordinate with receiving department regarding proper receiving of materials.
* Make Purchase orders.
* Take Quotation from different Vendors.
* Preparation of annual tender document, inviting quotation for all tender items.
* Make Comparative of items.
* Maintain Stores and doing store month end inventory.
* Doing FIFO and LIFO.

**From 9th July 2014 – 31st May 2016**

Worked with Religare Securities Ltd. as an Operation Executive

* **Job Profile :-**
  + Work on CRM software for all customer requirement data base.
  + Handle new Vendor contract registration as per company policy.
  + Handle Vendor bills process for payment.
  + Prepare MIS report of daily & monthly basis & report to Senior Manager.
  + Co-ordination with existing Vendors bills for payment.
  + Handle the existing customer’s data base with new customer data base.
  + Co-ordinate with branches for Vendor customers’ data base.

**From Oct 2012 – 28th Feb 2014**

Worked with Crown Capital Fund Management Solution, Bangalore as Operation Executive.

* **Job Profile :-**
  + Handle new Vendor contract registration as per company policy.
  + Handle Vendors bills process for payment.
  + Prepare MIS report of daily & monthly basis & report to Senior Manager.
  + Co-ordination with existing Vendors bills for payment.
  + Handle the existing customer’s data base with new customer data base.

Professional Qualification

**M.B.A.** in Finance Management from **International Institute of Business Studies, Bangalore, 2012.**

Educational Qualification

* **Xth** (U. P. BOARD) from G. G. Inter College, Maharajganj 2002
* **XIIth** (U. P. BOARD) from Nautanwa Inter College, Maharajganj 2004
* **B.A.**  from DDU University, Gorakhpur 2010

Relevant Skills

* Application: - MS-Office,
* Platforms: - MS Window (XP, 98,NT)
* Tally - 7.2, 9.0

Hobbies & Strengths

* Ability to perform in team
* Dedicated to the work assigned
* Effective organizing & coordinating skill
* Decision Making Ability

Languages Known

* Hindi
* English

Personal Data

* Name : Kusum Lata Jaiswal
* Date of Birth : 11th July 1987
* Sex : Female
* Nationality : Indian.

**Job Seeker First Name / CV No: 1843272**

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