SNEHA

Email: [Sneha-389831@2freemail.com](mailto:Sneha-389831@2freemail.com)

**Objectives**

To work in a company requiring innovative, challenging employment that will utilize my professional and creative skills while offering an opportunity for advancement in a dynamic environment

**Work Experience**

**Two Years of Experience from Year 2015 to 2017**

**Al seer Marine Supplies & Equipment’s**

**Purchase Assistant**

**[Role & Responsibilities]**

* Prepared purchase orders, solicited quote proposals and suggested course of action for procurement of requisitions for materials and services.
* Confirmed day-to-day purchase orders. Prepared daily Material Demand reports and open Purchase Order reports.
* Maintain strong working relationships with our vendors.
* Reviewed, entered, and maintained manual and computerized records of purchase requisitions and mechanical data, items purchased, costs, schedule of deliveries, vendor performance, inventories
* Monitored production and deliver status of ordered materials and outsourced items to troubleshoot.
* Notified Department heads regarding the status of incoming shipments.
* Evaluated Supplier performance based on conformance and non-conformance deliveries.
* Analyzed Inventory in regards to raw material and supplies.

**Al seer Marine Supplies & Equipment’s**

**HR Assistant**

**[Duties & Responsibilities]**

* Knowledge of human resources policies, rules and regulations
* Maintaining confidentiality regarding Human Resources related issues.
* Oversee schedules for all executives and manage booking for conference rooms and group workspaces.
* Performed pre-interview phone screening calls to enable managers to focus on the most desirable candidates.
* Maintained complete records of all contact with job candidates.
* Checked the web site daily for resumes submitted electronically.
* Scheduled interviews.
* Maintaining employee files and the HR filing system.
* Welcoming new employees and arranging induction programs for them.
* Manage booking flights for the employee’s.

**Education**

**Bachelor of Computer Application [BCA]**

St Mary’s College Shirva

Mangalore

**Intermediate**

Raja Lakamagouda Pre University College Belgaum

Bangalore

**Secondary School Certificate** [**SSC]**

Divine Providence Convent High School Belgaum

Bangalore

**Key Skills**

Oracle, Java, HTML,C, C++, Microsoft Word, Microsoft office, Microsoft power point, Microsoft Excel, VB.Net, Corel Draw, Front Page.

**Hobbies and Interests**

Reading Books, Singing, Internet & Watching tv.

**Languages known**

English, Hindi, Tulu, Kannada, Marathi & Telugu