



Priya Wadhane

Purchase Assistant /Admin Executive
Banking Professional

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Dubai, UAE

PROFILE SUMMARY

Competent and highly motivated Admin Executive / Purchase Assistant, PHP developer and Bank Relationship Executive with 5 years' & 7 month total experience in a fast paced working environment, with excellent interpersonal skills, flexibility, and rapid decision-making ability working with end-users and professionals. Adheres to high level of service ethics, demonstrating customer-oriented communication skills and quick grasp of client requirements. Seeking a responsible job with an opportunity for professional challenges & to solve problems in an effective/creative manner in a challenging position

STRENGTHS

- ❖ Dependability and Reliability
- ❖ Ability to communicate and make appropriate decisions in a concise manner
- ❖ Skilled in leading-motivating-guiding team
- ❖ Stress management
- ❖ Time management skills
- ❖ Organizational skills
- ❖ Ability to negotiate and communicate well
- ❖ Strong relationship management skill
- ❖ Intelligent and highly motivated with a high-level of patience
- ❖ Result oriented
- ❖ Computer skills including the ability to operate spreadsheet and word processing programs

QUALIFICATION

Masters of Computer Science [M.Sc.] - 66.50% 2015
Pune University, Maharashtra, India

Bachelor of Computer Science [B.Sc.] - 60.80% 2013
Pune University, Maharashtra, India

IT SKILLS

- MS Office Suite, internet and e-mail applications
- Web Enabled Applications
- C, C++, java, Dot NET, C#, ASP.NET, Oracle, PHP, Word press, HTML, Databases : Access, Microsoft SQL server

Project Undertaken:

Title: Textile management system
Front End : Java
Back End : MS Access

Title : Security stock management system
Front End : Dot Net.
Back End : MS Access

Title: Anti phishing system
Front End : C# Net.
Back End : MS Access

WORK EXPERIENCE

Admin Executive/ Purchase Assistant:-

September 2018 – December 2019

Quick Steel Building Cont. L.L.C, Dubai, U.A.E

- **Purchases** (Act as the focal point for the issuance and follow-up of purchase requisitions for the department; manage the petty cash including payments, reimbursement and Excel log; follow up with concerned departments of the Municipality such as Finance, Procurement, IT, for timely execution of purchases and payments)
- Maintain confidential records and files, Maintain records of decisions
- Review and edit reports to the Board
- Prepare correspondence for Board members, Schedule Board meetings
- Answering potential client questions and follow-up call
- Processing orders, forms, applications, and requests

- Responding to general email and telephone enquiries & queries

Purchase Assistant :-

January 2017 – May 2018

Trinity Holdings Company, Al Ajman, U.A.E

- Monitor inventory of office supplies and the purchasing of new materials with attention to budgetary constraints & customer complaint analysis
- Keep abreast with all organizational changes and business development
- Floating enquires to suppliers and obtaining quotation as per the customer requirements
- Obtaining offers from the suitable vendors through RFQ & evaluation the offers
- Expediting the finished goods from suppliers with ensuring the products are built within specifications and conformed to quality requirements by PATROL & FINAL quality inspections & Solving quality issues
- Supplier delivery & quality performance monitoring
- Maintaining & updating the drawings and controlled documents at supplier end
- Responding to general email and Maintain confidential records and files

Branch Relationship Executive (Sales)

April 2015 – November 2016

State Bank of India (SBI) Nashik, India

- Connect with customers and convince them to get SBI Credit Card
- Explain them the credit card features and its advantages over other Credit Cards
- Understand the problems and challenges of clients and identify ways the business could better address those needs
- Ensure the smooth and adequate flow of information within the bank to facilitate other business operations / Monitor cost & expenses to assist in budget preparation
- Provide excellent service in order to maintain a positive reputation for the business
- Deliver monthly Sales Target of accounts through Partner Branches
- Ensure customer satisfaction and provide professional customer support
- enquiries & queries respond through Direct calls and emails

PHP developer

February 2014 – March 2015

Astiwz InfoTech, Nashik, India

- Integration of data storage solutions include databases, key-value stores,
- Solve complex performance problems and Coding challenges
- Build efficient, testable, and reusable PHP modules, well-designed code
- Supports senior managers and executives with daily clerical task
- Troubleshoot, test and maintain the core product software and databases to ensure strong optimization and functionality
- Develop and deploy new features to facilitate related procedures and tools if necessary
- Solve complex performance problems (coding)

PERSONAL DETAILS

Nationality : Indian
Visa Status : Family Visa / Expiry – Feb 2023

Date of Birth : 28th May 1991
Languages : English, Hindi, Marathi

Passport Number : S4090905
Passport Expiry : 11th June 2028

Marital Status : Married
Reference : Available upon request