

SHWETA PARMAR

PURCHASER



D10, 808, Rudraksh society, Charkop sector 8,
Near Tarzan Point, Kandivali west,
Mumbai 400067.
DOB-07.02.1992

+971 58 1983827 /8898493783

shweta.parmar268@gmail.com



OBJECTIVE

I am a multi-faceted, self-motivated person with willingness to learn, having strong effective written and communication skills. I aspire to make a difference by using my knowledge and experience to add value to the performance of the organization and thereby enhance its position in the market place.



EDUCATION

[Masters in Commerce (Part I & II)] | [L. S Raheja College]

[NOV 2012] – [MAY 2014]

[Bachelor in Commerce] | [L. S Raheja College]

[JUNE 2009] – [MAR 2012]



SKILLS

- Effective planning, organization & communication skills
- Ability to successfully manage multiple priorities and assignments
- Vendor / Client management
- Commitment towards work & goals
- Adaptability to work in any kind of environment.
- Quick to absorb & retain new information & procedures.



SOFTWARE KNOWLEDGE

- MS Office
- Tally ERP 9
- SAP MM Module



LANGUAGE PROFICIENCY

- English
- Hindi
- Marathi
- Gujarati



EXPERIENCE AS PURCHASE EXECUTIVE (RAW MATERIAL & PACKAGING MATERIAL)

[ICA Pidilite Pvt. Ltd] | [Currently working since August 2016]

[WORK SCOPE]

- Co-ordination with Marketing team for requirements of **new product development**.
- **Floating enquiries** to supplier for related products.
- Getting quotation, preparation of **cost sheet & comparison chart**.
- Passing Further process to subordinate for **daily replenishment**.
- Coordination with QC team for making **specifications**.
- Maintaining **BOM(bill of material)** in system.
- Daily glance on lowest stock and follow up for emergency material.
- Planning action against **Non Moving items**.
- Sourcing of **multiple vendor for single vendor items**.
- **Damage/ Scrap material to be sold** on appropriate rates post approval from management.
- Preparation of **daily critical item** report, monthly **stock out** report with reason/remark , monthly rate tracker) (**savings/Impact**), comparison report **YTD & MTD**.
- Co ordination with QC team for **localization** of RM/PM.
- **Cost reduction** planning.

Additional responsibilities :

- Coordination with marketing & design team for final artwork
- Coordination with legal metrology team along with marketing team for deciding pack size & legal matter to be printed on artwork
- Maintaining bill of material in system.

Materials Which I procure:

Raw materia: Butyl Acetate, Acetone, ethyl acetate, UPR resins, alkyd resins, wood coating solvents, titanium dioxide, additives, dela SP 1104.many other relevant solvents.

Packaging Material: Metal Tins, corrugated box, printed box, Bopp tape, plastic bottles, jerry cans.

[Rite Developers Pvt Ltd] | [1 year]

[WORK SCOPE]

- Forwarding MR to registered vendors for quotation & making comparative chart for the same.
- Arranging meetings with PH for negotiation, finalizing quotation from PH & new vendor & issuing PO for the same.
- Follow-ups with site people regarding delivery schedule.
- Keeping record of material quality & quantity delivered at site as per par or not.
- Keeping data base entry of PO issued & invoice received.
- New vendor development.
- Developing job work processes of existing/new products at existing/new vendors.
- Ensure alternate vendors for all materials.

- Quality improvement for outsourced materials.
- Process of R&D for cost reduction.

[Asim Enterprises] | [3 years]

[WORK SCOPE]

- Maintaining Book keeping & Accounts.
- Data entries
- Administrator
- Stock taking
- Import resourcing / payment

In this fast changing world of technology my experience reinforced what we have always known, it is the people who matters.

I hereby declare that the above information is true to the best of my knowledge.