

Mrs. Sweetie Cerene Dias

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Visa Status: Spouse Visa



Career Objective: To apply my knowledge and skills for the realization of organizational goals and grow both professionally as well as personally in my career, keeping in mind the welfare of my Organization & Society.

EXPERIENCE:

- Worked for an IT Company **M/s. AB TECH** as Purchase Executive from 14th May 2013 till 5th Dec 2020 (India).

JOB PROFILE:

- Ensure about the cost, quality and availability of product before purchasing.
- Maintain and update all sales and purchasing reports for cost tracking.
- Evaluate purchase orders and find ways for cost cutting.
- Provide administrative support to the purchase department.
- Coordinate with accounts department for invoice processing.
- Update concerned department about procurement of materials.
- Drafted a list of products to be ordered and get it approved from the purchase manager before placing an order.
- Evaluated quality and price of products, including suppliers services and return policies.
- Assisted in the preparation of budgets for purchasing.
- Stock and managed inventory of all items.

COMPUTER PROFICIENCY:

- Computer Fundamental: MS-DOS, Windows 10, MS-Office, (MS-Word, MS-Excel) & Internet, Etc.

EDUCATIONAL QUALIFICATION:

- St. John the Evangelist High School – Mumbai, India.
Completed Secondary School Education (S.S.C) – **(2008)**
- Shriniwas Bagarka College of Arts, Commerce & Science – Mumbai, India.
Completed Higher Secondary Education (H.S.C) – **(2010)**
- Shri Chinai College of Commerce and Economics – Mumbai, India.
Completed Bachelor of Commerce (B.Com) – **(2013)**

INTERESTS AND ACTIVITIES

- Throwball
- Badminton
- Listening to Music

PERSONAL DETAILS:

- **Date of Birth** - 8th August 1992
 - **Marital Status** - Married
 - **Gender** - Female
 - **Nationality** - Indian
 - **Languages Known** - English, Hindi, Konkani
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