

K. Sowndharya

• E-Mail: roshinirose019@gmail.com • Mobile: +91 7397275948

Objective:

To utilize my technical and management skills to achieve the target and developing the best performance in an organization. I would like to implement innovative ideas, skills, and creativity for accomplishing the business targets.

Educational Qualification:

Course	Name of the Institution	University/ Board	Year of Passing	Percentage
M.SC (Bio-Chemistry)	Valliammal College of Arts and Science For Women, Chennai.	Madras University, Chennai.	2020	77%
B.SC (Bio-Chemistry)	Soka Ikeda College of Arts and Science For Women, Chennai.	Madras University, Chennai.	2018	78%
H.Sc	Govt Girls Higher Secondary School, Uthangarai.	State Board (HSC)	2014	60%

Professional Experience:

Purchasing Assistant – Fairway Enterprises Company Limited, Krishnagiri, TN
(December 2021 to Till Date)

Purchase Order / Manual order:

- Verify the purchase request (PR) & Purchase order (PO) process based on production requirement
- Verify the Manual order requirement which is actually demanded in the production

Material (ETC/ETD) Tracking :

- Answerable for material can't meet request RTA / Production deadline means track & push Them daily basis without any impact of our daily operation
- Responsible to get proper approval for buying local materials during short lead time
- Responsible to track the urgent production, project, erection materials and provide to user on time without any deviation
- Responsible to check exact quotation which is confirmed by our Sr.mgr/Agm and handover the payment to finance team to complete the payment within 30 days.

Complaint cases (Materials /Machines Spares):

- Responsible for materials issues /update the status with evidence to HQ with in 3 days & also co-ordinate with HQ for replacement with in deadline.
- Responsible to track the services (i.e., machinery spares, motor rework, lathe rework)
- Ensure the purchase documentation & accountable for 5s in department.
- Responsible for instruments and machines need to do calibration by authorized vendor

- Handle urgent case like replacement & reject materials claim vendor, negotiate with vendor
- To avoid more air freight and plan in advance to track the material on time

Procurement:

- Sourcing it starts by qualifying suppliers before initiating negotiations
- Negotiate each item before placing order as work culture (negotiated, price for every Po)
- Develop the new vendor and get the cheap price, good quality and on time delivery
- Check with pending orders status and meet our daily schedule every day catch with production
- Responsible to check exact quotation which is confirmed by our committee and handover the payment to finance team to complete the payment within 30 days
- Follow safety rules & regulations at work place
- Collect forms from custom departments as per government act (BOE & SEZ transfer, in bond warehouse closing)
- Every week provide local materials arrivals details to our material user department

TECHNICAL SKILLS

- Working knowledge in MS Office and database systems.
- Experience in operating Electrical and nonelectrical laboratory Equipment.
- DMLT – Diploma in Medical Laboratory Techniques.
- Design and execute laboratory testing according to standard Procedures.
- Conduct experiments under defined conditions to verify or reject various types of hypotheses using refined scientific methods.
- Handling Sensitive equipment to analyze samples or substances and Conduct tests reporting findings to a Laboratory manager.

PROJECT DETAILS

- **Screening on Antihypertensive and Anti Hypercholesterolemia Effect of Tannin Rich fraction from the Fruit of Terminalia Bellerica.**

INTER-PERSONAL SKILLS

- Ability to Work autonomously and under pressure.
- Committed and dedicated approach to the tasks assigned
- Quick Learner and have the ability to motivate people
- Willingness to walk extra mile for achieving an excellence.
- Certified in mushroom cultivation, seminars, workshops, intercollege competition.

DECLARATION:

I hereby declare that the information furnished above is correct to best of my knowledge, if given an opportunity I will do my best to your satisfaction.

Place:

Yours Sincerely

Date:

(K. Sowndharya)

