**Resume**

**MRS. ANAGHA D. KULKARNI.**

**Mob: 9552569292/8329825945**

**anukulkarni81@gmail.com**



***OBJECTIVE:***

To Get A Job In A Company Where my Technical Skills Can Be Put Together

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A Work Place Where Individual Achievements and Performance Will Be

Recognized.

Opportunity For On-Going Professional Education, Growth And Development



***PROFESSIONAL QUALIFICATION:***



***WORK EXPERIACNE:*** ***from 2012-01/03/2018***

As a Purchase Executive :-6 Years work Experience in **Mojj Engineering Systems Ltd.**



**JOB DESCRIPTION: :**

***As a Purchase Executive.***

 Developing, leading and executing purchasing strategies

 Tracking and reporting key functional metrics to reduce expenses and improve effectiveness

 Crafting negotiation strategies and closing deals with optimal terms

 Develop, lead and execute purchasing strategies

 Track and report key functional metrics to reduce expenses and improve effectiveness

 Craft negotiation strategies and close deals with optimal terms

 Partner with stakeholders to ensure clear requirements documentation

 Forecast price and market trends to identify changes of balance in buyer-supplier power

 Perform cost and scenario analysis, and benchmarking

 Assess, manage and mitigate risks

 Seek and partner with reliable vendors and suppliers

 Determine quantity and timing of deliveries

 Monitor and forecast upcoming levels of demand

**Current working in Sai Paks. From 19/03/2018 to Till date**

* Knowledge of the major responsibilities, accountabilities, and organization of the functions responsible for procurement of materials, components, equipment and services
* Knowledge of practices and procedures for procurement of materials, components, equipment and services
* Knowledge of methods, tools and documentation of evaluating, selecting and certifying suppliers and parts
* Knowledge of tools, processes and practices for purchasing goods and services via electronic links to suppliers and partners

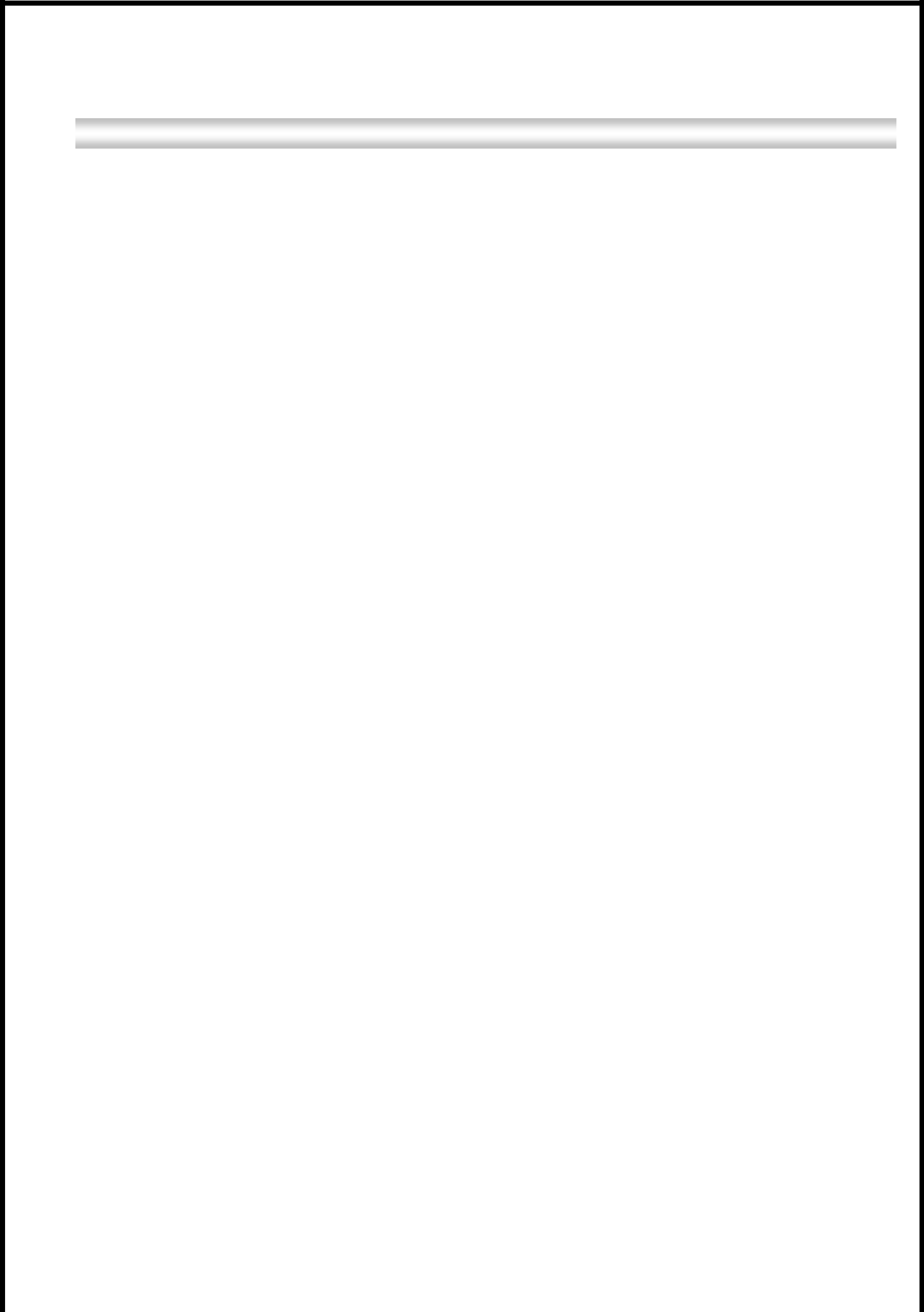
**Key Skills**

**For Purchase management**

* Setting up the weekly, monthly, quarterly procurement plan.
* Procurement of raw material from national and international market.
* Development of alternative local sources for imported raw materials which helps in cost saving.
* Purchasing machines with improved technology to increase production.
* Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
* Liaison with the production department to maintain optimum inventory.
* Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
* Liaison with finance department for timely payment of bills.
* Developing reports on procurement and usage of material for top management.

**For Vendor Development**

* Effective management of vendor database.
* ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
* Development of new vendors.
* Conducting trainings for vendors to educate them about company’s requirements and help them in improving their performance.
* Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
* Timely clearance of payments & handling vendor inquiries.
* Running programmes to evaluate vendors based on the feedback from internal stake holders.
* Developing reports on various programmes run for vendor development for top management.



***OTHER*** ***TECHNICAL SKILL***

Sound Knowledge of ERP. MS-Office

Sound Knowledge of Computer Entrepreneur skills

**LANGUAGE KNOWN**

English

Hindi

Marathi



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| ***PERSONAL DETAIL*** |  |  |
| Gender | :- | Female |
| Marital Status | :- | Married |
| Religion | :- | Hindu |
| Date of Birth | :- | 18 Aug 1981 |
| Father’s Name | :- | Shri Arun Pandhare |
| Mother’s Name | :- | Mrs. Arundhati Pandhare. |
| Permanent Address | :- | 5/65, Kamada Housing Society,Chafekar chowk,Chinchwad, |
|  |  | Pune. |
|  |  | State-Maharashtra. |
|  |  | Pin Code : 411033 |
|  |  | Mob:-+91-9552569292/8329825945 |
| Correspondence Address :- | | As Above. |

Email Id :- anukulkarni81@gamil.com

Contact :- +919552569292/8329825945

Hobbies :- Listening Songs .



***DECLARATION***

I hereby declare that the above mentioned particulars are true and are as per the certification.

Place: Pune **(Mrs.Anagha D.Kulkarni )**