

Curriculum Vitae

Ms. Ankita L. Makwana.

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CAREER OBJECTIVE:

As an aspiring Engineer, I would like to work in creative, innovative and challenging environment where my skills and knowledge could be optimally utilize.

PROFESSIONAL EXPERIENCE

- Company** : Jindal worldwide Ltd, Ahmedabad
Duration : February 2020 to till date.
Designation : Purchase Assistant Engineer

Primary Job Responsibilities

- Supporting the purchasing department will all elements of administration to ensure its smooth running and functioning.
- Building, collating and processing orders to suppliers.
- Providing Purchasing and logistics support to the product management team.
- Processing purchase orders for goods and services; advising staff on purchasing requirements.
- Raising and expediting orders with suppliers, while controlling stock levels.
- Maintaining and securing the purchasing departments administrative records and data.
- Organizing the on-time delivery of purchased supplies to the company.
- Liaising with suppliers in relation to any cost or invoice queries and obtaining a resolution.
- Being the main point of contact for supplier problem resolution and instigating the necessary corrective actions.
- Working closely with the supplier to resolve any issues that negatively affect delivery timescales.
- Supporting the product management team in the relationships with suppliers and logistics partners.

- Company** : CTM Textile Mills Pvt. Ltd, Ahmedabad
Duration : July, 2017 to February 2020.
Designation : Jr. Purchase executive.

Primary Job Responsibilities

- Analyzed the requirements of projects and provided cost, labor, and time estimate
- Ordered machines, tools, and equipment for new product development
- Ensured purchased materials are reliable, affordable, and with high quality
- Conversed with and solved problems of suppliers
- Made raw materials available in adequate stock as not to hamper productivity
- Performed tests on defective products and returned them to suppliers
- Collected and provided customer feedback to the commodity team
- Selected the right type of transportation of goods for purchasing and delivering

3. **Company** : Jay Chemical Industries Ltd., Ahmedabad
Duration : April 2015 to August 2016
Designation : Sales Coordinator cum Customer Service Representative.

Primary Job Responsibilities:

- Managing Team of Sales Engineers for Industry Sector.
- Preparing budgetary proposals and follow up with concerned salesperson.
- Maintaining & updating Enquiry Sheet on weekly basis.
- Co-ordinate with project team for customized requirements.
- Monitoring new client accounts.
- Training myself in all new products and services released by the company or its principals.
- Maintaining sales visit records and submitting reports to management.
- Maintaining record of each team member's monthly/quarterly target
- Maintaining the flow account and have to try to increase the volume of sales by cross selling of the products.

4. **Company** : Orient Enterprise (Gujarat) Pvt Ltd., Ahmedabad
Duration : May 2014 to Apr, 2015
Designation : Customer Service Executive

Primary Job Responsibilities:

- Prepare Quotations
- Co-ordination with customers and follow up.
- Purchase entry to be made on daily basis
- Bill passing of transporters, vendors and contractors on daily basis.
- Checking of invoices
- Checking of orders from customers
- Detail demonstration of spare parts like Bearings, greases, oil seals, heaters, etc.

ACADEMIC QUALIFICATION:

- **Diploma in Mechanical Engineering with first class (72.20%).**,
Govt. Polytechnic, Rajkot, Gujarat Technological University, Ahmadabad
- **HSC with second class.**
Shantiniketan Hightschool, Ahmedabad, Gujarat Secondary & Higher Secondary Education Board, Gandhinagar.
- **SSC with first class.**
Shantiniketan Hightschool, Ahmedabad, Gujarat Secondary & Higher Secondary Education Board, Gandhinagar.

PROJECT:

A project on design and development of pedestal hacksaw machine for cutting metal bar (hollow and solid round bar) up to 30 mm.

SYSTEMS AND SOFTWARE SKILL

- AUTO CAD 2015 with A grade.
- Proficient in Microsoft tools- Ms Word, Excel, Power point, and outlook

PERSONAL STRENGTH:

- Good communication skill Able to prioritize
- Analytical & planning skill
- Highly energetic
- Positive attitude
- Flexibility to handle changes.

PERSONAL PERTICULARS:

- Date of Birth : 9th November 1992
- Father's Name : Makwana Laljibhai Harjibhai
- Gender : Female
- Marital Status : Single
- Language known : English, Gujarati and Hindi

DECLARATION

I hereby declare that the information given above is true and correct to the best of my knowledge and belief.

Date:

Place: Ahmedabad

Yours truly,

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