



MRUDULA RAJAN

Purchase Assistant | Purchase Executive | Asset Manager | Support Coordinator | Web development

+919004015038 @ mrudularajan.irb@gmail.com

linkedin.com/in/mrudula-rajan-497173a1 Mumbai

LANGUAGES

English	Native	●●●●●
Hindi	Native	●●●●●
Marathi	Native	●●●●●
Malayalam	Proficient	●●●●●

SKILLS

MS Office · ERP · SAP

HTML · CSS · Java Script ·

Programming language C++ C#

CERTIFICATION

Certificate of foundation of foresight

Dubai Future Foundation

Certificate of foundation of future literacy

Dubai Future Foundation

Certificate of MS Office

Microsoft

STRENGTHS

Attention to Details

By starting from the basic concept which helped in improving my work

Multitask

Reported more than 2 managers and handled on site and off site work of different projects at the same time providing accurate information

Writing Skill

Communicated over emails for every thing to keep a written record of verbal communication for future reference.

Analysis

Gathered required information to reach a profitable decision benefiting the company as a whole helped in development of my professional work

SUMMARY

Intend to build a career at a leading Corporate of hi-tech environment, which will help me to explore and realize my potential in turn learning every day. To obtain a position that will enable to utilize my educational and Skills & create income along with personal & professional development.

EXPERIENCE

Purchase Assistant (Purchase Department)

10/2020 - 03/2021

AIROLINK BUILDING CONTRACTING LLC

DUBAI

- Prioritize and access the requirement received from on-going sites to be made, Cash or Credit
- Verified requirement received from site approved by authorised department
- Created purchase orders, processed invoices, and actualized finances on budgets ranging from 10k-500k AED.
- Delegated daily duties to 2 subordinates of my department
- Received quotation from different supplier and got it approved by each department officials at site
- Created Bids of suppliers with the complete details of prices, discounts, quality, terms of payment and delivery
- Negotiated and Finalised various terms, price, quality, availability with supplier to land at the best offer price
- Verified with the officials at the receiving end for any damage or returns or non-compliance
- Creating Monthly Purchase Report, Daily Task Report, Verifying the store report for every purchase requirement raised from site
- Creating and maintaining a good relation with supplier and site personnel for smooth functioning

Sales Support Coordinator (Support & Sales Department)

01/2020 - 05/2020

KDU MARINE EQUIPMENT TRADING AND MAINTENANCE LLC

DUBAI

- Created Enquiries in ERP for all types for sales and services received, walk-in or through mail
- Created quotation for the customer as per the technical advice received regarding materials n labour needed for the work
- Created Job/Service on receipt of PO confirmation from customer
- Liaison with the operation team for purchase or issuance of material from store or new Purchase before the scheduled service
- Liaison with the logistics for timely delivery and receipt of shipment
- Arrangement of Engineers for attendance of service informing in advance the scope of work for job preparation
- Liaison with local agent for arrangement of entry permit, providing all details of engineer attending the vessel
- Created online Gate pass / Permit / Ticket for local or International services
- Assigned engineers for Job attendance as per their certification issuing required tools spares from store as requested
- Arranged for advance cash from accounts team required for engineer visiting outstation work
- Approved Engineer task in workmen force scheduler after completion of work to keep track of working hours consumed
- Forwarded the service report/ Certificate to the customer upon completion of work immediately
- Processed invoicing of work contract after completion of work
- Recorded documents like service report / Feedback form / Certificate copy for future reference
- Created credit card expense report, Invoicing report, Job tracker and Task assigned Report to management

EDUCATION

Bachelor of Computer Application

Tilak Maharashtra Vidyapeeth

2007 - 2010

Bachelor of Commerce B.Com

Mumbai University

2007 - 2010

EXPERIENCE

Purchase Assistant (Asset Management Department)

10/2010 - 02/2018

IRB Infrastructure Developers Ltd. -MRM Pvt. Ltd

Mumbai

- Maintained the purchase policy and ensure that all purchases adhere to it
- Finalised the suppliers that the company will deal with and maintained the official interaction with them for smooth business with timely delivery of required materials
- Managed any SLA's (Service Level Agreements) that may be in place and Master Agreements between the suppliers and the company
- Liaison with other departments including accounts and stock departments at site
- Manage all maintenance activities, collate purchase/work orders and purchase requisitions to order materials, goods, and supplies
- Actively communicated with the suppliers for supply, delivery, price negotiation, discounts
- Comparison of quotations received and putting up for approval
- Ensured that invoices received were booked on time by accounts team
- Created & finalised final MIS reports to higher authorities
- Attended meetings on behalf of the department for smooth inter department processing
- Processed staff recruitment and Trained staff with an upgraded system from time to time
- Responsible for documentation of staff transfer from one project to another
- Issuing memos making inter-office communication of management decision on behalf of the departmental head
- Ensure timely delivery against the orders by proper follow-up and tracking
- Checking and finalizing the report of OT Hours for payment on a monthly basis