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| **OVERVIEW** |

**PURVA DAVE**



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During my professional career of around 19 years, I have worked directly or indirectly with wide range of industries from pharmaceutical, construction, software/IT services, finance, and chemical to education. My experience ranges from internal operations management, client communications, vendor management, purchasing, accounting, book keeping, and HR functions such as recruitment, payroll, employee on-boarding, performance evaluation and legal procedures related to employees.

**EDUCATION/ CERTIFICATION**

* Bachelor in Commerce
* Diploma in Computer & Internet technologies
* Certified in QuickBooks
* Certified in Tally
* Certified in Indian & USA HR Practices

**PROFESSIONAL EXPERIENCE:**

**Withindia Building Solutions Pvt.ltd.**

**Head India Jan 2015 to Present**

**Work Profile (Responsibilities include): -**

* Managing Supplier / Vendor relations and negotiations
* Maintain Supplier Database, purchase records and related documentation.
* Co-Ordination with store for inventory control
* Ensure that all procured items meet the required quality standards and specifications
* Prepare cost comparison / estimate and manage budgeting
* Develop & Implement purchase and sales strategies
* Can forecast price and market trends to identify changes of balance in supplier
* Smooth co-ordination with sales and forecast upcoming levels of demands
* Perform cost and scenario analysis and benchmarking
* Process requisitions and purchase orders
* Direct communication for all process & procurement
* Must have strong negotiation skills and meets supply deadlines
* Analyze existing purchase process & performance and implementations accordingly  Identify fruitful supplier.
* Sourcing and Managing DSAs was primary responsibility along with other team members as India Head
* Team Management experience. Have handle team of 20/30 people since 4 years
* be able to work long working hours with self- motivation and go getter attitude, Proactive and able to work with both internal & external challenges and come -up with proper solution can work under immense pressure and willing to handle difficult task and able to compete it on shorter span of time.
* Co-ordinate with teams and other departments to ensure proper service is given to channel partners and customers without any deficiency.
* Good communication with email etiquette.
* Ability to work well with people with both internal & external
* Priorities assignments and follow up to ensure task completion and manage multiple projects.  Train the whole team as per required

**Rising Tradelink Limited**

**Business Development Executive July 2013 to December 2014**

**Work Profile (Responsibilities include): -**

* Following up new business opportunities and setting up meetings
* Do the negotiation, Building repo and maintain the relationship with client
* Handle International and Domestic Clients
* Planning and preparing presentations
* Communicating product developments to prospective clients
* Overseeing the development of marketing literature  Writing reports
* Providing management with feedback
* Building repo and maintain the relationship with client
* Negotiations with domestic and international suppliers for best rates of the product materials.

**Missionpharma Logistics Pvt. Ltd.**

**Procurement coordinator July 2011 to June 2013**

**Work Profile (Responsibilities include): -**  Preparing purchase orders as per the contracts.

* End to end purchase of the pharmaceutical items.
* Inbound logistics handling.
* Internal coordination with sales, procurement, layout and quality.
* To arrange the inbound transport from china to India or India to Denmark.
* Invoicing and reviewing the bills/invoices of suppliers.
* Special economic zone documentation handling.
* Accounts payables.

**Neesa group of Companies**

**Purchase coordinator/Assistant AGM Purchase February 2010 to July 2011**

# Work Profile (Responsibilities include): -

* Assist to AGM purchase in all kind of company purchase.
* End-to-End purchase of steel cement and electronic equipment.
* Coordination with accounts department and suppliers.
* Internal coordination with auditors.
* Coordination with company stores and purchase department.
* Accounts payables

**Dehin Systems Pvt. Ltd.**

**AGM Coordination and HR December 2006 to January 2010**

# Work Profile (Responsibilities include): -

* Co-ordination with vendors and clients for new orders, service assignments and purchasing.
* Booking the orders, recording and communicating new sales leads and coordinating clients communications with sales & service delivery team
* Invoicing clients, creating purchase orders and overlooking overall financial data for Dehin Systems
* Handling USA payroll, accounts and finance using QuickBooks. Handling Indian payroll & accounts using Tally
* Handle the complete accounting & payroll process for Dehin Systems and some of its clients
* Assist in HR processes related to the Indian and USA employees Recruitment and hiring process
* Handle end to end back office work for Indian offices of overseas clients
* Manage funds transfers and cash flow between Indian and USA subsidiaries of Dehin
* Handling company’s internal software and web portals to manage accounts, employee & client database, purchasing and record keeping

**Allied Digital**

**Service & Sales coordinator for Gujarat State March 2002 to January 2005**

# Work Profile (Responsibilities include): -

* Service coordination between clients and Allied Digital’s engineers
* Equipment and hardware delivery coordination between Dell Computers and Allied Digital. Dell Computer is the biggest supplier to Allied Digital’s hardware and computer needs.
* Handling service & sales orders with clients such as Pantaloons, Torrent Power, Adani, Westside, Wipro etc.
* Handling the Purchase & Delivery of hardware parts to and from clients/Vendors
* Invoicing, purchase order management

**Neptune Chemicals**

**Internet councilor & Sales January 2001 to February 2002**

# Work Profile (Responsibilities include): -

* Purchasing & Delivery of Chemical supplies to and from clients/vendors
* Shipping and transport management of goods within and outside India
* Invoicing and account management internal to Neptune Chemical

**Personal details:**

Date of birth : 12th December 1979

Language : English, Hindi, Gujarati