



Kalyani Anil Tambade.

B.E, Civil Engineering

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Present Address:

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Beturkar Pada, Kalyan (W)- 420 301

CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	Percentage
B.E (Civil Engineering)	University of Pune	2018	74.73%
Diploma (Civil Engineering)	M.S.B.T.E.	2015	75%
H.S.C	University of Pune	2012	68%
S.S.C.	University of Pune	2010	77.45%

EXPERIENCE

❖ **Current Working with Prateek ExplosionProof Pvt. Ltd as a Purchase Executive from December 2020 to till date.**

❖ **Job Description**

Proficient in maintaining the asset database and keeping track of the project status various reports

Expertise in preparing, reviewing and managing contract documents for Vendors

Skilled in Liaising with Vendors and Internal Stakeholders for project delivery and taking care of the billing of the vendor as per the contract and maintaining file for the same.

Proven aptitude to analyze structure, negotiates / document complex transactions, formulates / implement strategies and achieve operating goals while balancing risks.

Possesses excellent interpersonal, analytical and negotiation skills with distinction of utilizing a process-oriented approach towards the accomplishment of cost, profit, service & organizational goals

Pivotal in monitoring the overall functioning of processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.

Deft at handling day-to-day administrative activities in coordination with internal/ external departments for smooth business operations

Excellent written, communication, interpersonal, liaison and problem solving skills with the ability to work in

❖ **Last Organization:** Gayatri Group of Engineers & Contractors, Pune from Aug 2018 to Feb 2020. (1.5 Years)

❖ **Last Designation:** Purchase Engineer (Estimator, Purchase Manager and Administration).

Job Description

- Procurement Cycle (Procure to pay ,Automatic PO, Subcontracting,)
- Consignment, Stock transfer, Blanket PO.
- Enterprise Structures, Vender Master, Material Master.
- Master Data Management.
- Inventory Management.
- Release Procedure For PO & PR, RFQ.
- Special procurement/ such as subcontracting & consignment.
- Exposure on Pricing Procedure.
- Configuration of stock transfer orders.
- Generate purchase order Requirement place and confirm the order to the supplier, Monitoring until delivery completion
- Initial assessment of Suppliers and categorization based on Capability Capacity and Feasibility
- Ordered Steel materials as needed to support all areas of the shop and provide follow- up until deliver to the customer (Internal & External)
- Co-ordination to the vendors on Pending Purchases , Price Evaluation Cost Development Value Analysis & Negotiating the Costs to the vendor as per the requirement
- Auditing the Existing and New Vendors
- Accurately Process the purchase order in timely and effective manner
- Identification of all requirements in requisition for purchase issued by Design Department
- Arrange and participate in meetings between suppliers and Company engineers and other personnel to facilitate standardization and economical procurement

PROJECTS REPORT

Seismic analysis of multi storey steel building using ETAB software.

ITPROFICIENCY

- ❖ Auto CAD(Civil)
- ❖ Microsoft Office Word, Microsoft Office PowerPoint
- ❖ ETAB Software

EXTRA—CURRICULAR ACTIVITIE

- ❖ Won 1st Price of paper presentation in State level event 2013-2014
- ❖ Participated in 2D CAD competition-2014

INTERPERSONAL SKILL

- ❖ Ability to rapidly build relationship and set up trust.
- ❖ Confident and Determined
- ❖ Ability to cope up with different situations.

PERSONAL DETAILS

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|------------------|-----------------------------------|
| ❖ Name | Kalyani Anil Tambade |
| ❖ Date of Birth | 25 April 1995 |
| ❖ Language Known | Marathi, Hindi & English |
| ❖ Marital Status | Married |
| ❖ Nationality | Indian |
| ❖ Hobby | Drawing, Making Rangoli, Mehendhi |

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Place: Kalyan
Date:

(Mrs. Kalyani A. Tambade)