

NISARG SHAH

B-30 ARIHANT NAGAR, NARODA, AHMEDABAD, INDIA 382330

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# Summary

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills and knowledge. Possess excellent communication skills and have an eye for detail. Flexible to work in any environment as required. With the degree of post-Graduate diploma in financial Management

# Skill Highlights

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| * Microsoft Office – MS Word, MS Power Point, MS Excel * Performance and scalability | * Communication Skill * Leadership Skill |

Experience

**Purchase and procurement executive [RM (API & Excipient) + PM + Capax]**– 12/2019 to Present

## Corona Remedies PVT LTD Ahmedabad

* Research potential vendors, Compare and evaluate offers from suppliers.
* Negotiate contract terms of agreement and pricing, Track orders and ensure timely delivery.
* Review quality of purchased products, Enter order details (e.g. vendors, quantities, prices) into internal databases.
* Maintain updated records of purchased products, delivery information and invoices.
* Prepare reports on purchases, including cost analyses.
* Monitor stock levels and place orders as needed.
* Coordinate with warehouse staff to ensure proper storage.
* Attend trade shows and exhibitions to stay up-to-date with industry trends.

**Business process Associate**- 06/2015 to 11/2019

## TATA consultancy services Ahmedabad

* Processing Mortgage related Document into Kofax.
* Analysis of Mortgage Document.
* Providing training to new Associate related to document.
* Knowledge of LPM software for Mortgage.

# Education

Bachelor of commerce: **March- 2015 University of Mumbai**

Post-Graduate diploma in financial Management -**July-2021 Narsee Monjee Institute of Management Studies**