



RUTUJA PATIL

Asset Management, Procurement, Invoicing - Sr. engineer IT operations

14 Years 0 Month (+91) 7276860202

werudra0114@gmail.com

EDUCATION

ISBM University

B. Com 2023

Key Skills

- Asset Liability Management
- Software Services
- IT Asset Excel
- Wealth Management
- Asset Protection
- Insurance Claims
- Asset Allocation
- Asset Management
- Sales
- Customer Service
- Crm
- Admin Executive

Personal Information

City: Pune

Country: India

Hobbies

- Trekking
- Riding
- Reading
- Listening Music

Languages

- Marathi
- Hindi
- English

Social links

<https://www.linkedin.com/in/rutuja-patil-73577382/>

certifications

- ITIL fundamental
- Advance excels
- VLOOKUP CRASH COURSE
- AI tools chat GPT with MS office

Profile Summary

- IT Asset lifecycle management.
- Requirement gathering, Procurement, Allocation, and disposal of assets. Repairs and maintenance of IT assets.
- Peripheral procurement, allocation and recovery (Keyboards, mouse, Headphone etc.)
- Multiple process of invoices including PO, summary including verification and audit of approvals and supporting documentation.
- Matching PO's supporting documents according to department guidelines.
- User onboarding and off boarding.
- Allocating, maintaining, configuration, upgrading, retirement of assets.
- Maintain inventory of IT (HAM, SAM) and non-IT assets.
- New software procurement, allocation, renewals.
- Resource utilization and optimization. Process improvement, documentation and record keeping.
- CSAT- Customer satisfaction.
- Internal Audits. Ensuring an organization's assets are accounted for, deployed, maintained, upgraded, and disposed of when the time comes.

WORK EXPERIENCE

May 2023 – Present

Asset Management, Procurement, Invoicing - Sr. engineer IT operations
Nihilent Limited

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Nov 2019 - May 2023

Executive Assistant to Director Operations Asset Procurement

N Logistics (Newaskar Logistics Pvt. Ltd.)

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Executive assistant to MD

- Manage calendar of the Director and schedule meetings / appointments and making necessary arrangements for internal / external meetings
- Assist the Director as well as entire team for travel plans by preparing the itinerary, arranging for travel (flight, local transport), hotel reservations, taking care of visa applications & passport renewal

Jan 2018 - Aug 2019

Assistant Manager and Executive assistant to Director.

Prathmesh City estate LLP

- Manage calendar of the Director and schedule meetings and necessary arrangements.
- Assist the Director in his travel plans by preparing the itinerary, arranging for travel (flight, local transport), Hotel bookings, visa applications & passport renewal.
- Provide admin support during events, responsible for arrangement of department level functions.
- IT Asset lifecycle management, Requirement gathering, Procurement, Allocation, and disposal of assets.
- Repairs and maintenance of IT assets.
- Allocating, maintaining, configuration, upgrading, retirement of assets.
- Maintain inventory of IT (HAM, SAM) and non-IT assets.
- New software procurement, allocation, renewals.

Jun 2015 - Jan 2018

Rental Desk In charge and executive assistant to CFO

City Corporation Limited

- Manage the calendar of the Director and schedule meetings and make necessary arrangements.
- Assist the Director in his travel plans by preparing the itinerary, arranging for travel (flight, local transport), stay bookings, taking care of visa applications & passport renewal on case of

international travel and handing over important documents before travel

- Provide admin support to the team during major / minor events - Being responsible for arranging and conducting Arrangement of department level functions
- Asset management, Procurement, Allocation, and disposal of assets.
- Prepare expense claims and tracking payment – travel related; event related etc.
- Petty cash Custodian for the department
- Database management: sell.do
- Managing the clients for residential and commercial.
- Making invoices for brokerage.

Apr 2013 - May 2015

Sales & Marketing executive

Axiom Infra Realty

- Managing all operations like cold calling, posting on sites.
- Handling customers residential & commercial.
- Achieving sales target
- Generating leads for residential & commercial.

Sep 2011 - Nov 2012

CSA M03

WNS Global services

- Back-office CSA for Aiva insurance for UK process.
- Performing market research.
- Gathering and processing research data.
- Performing basic admin duties including printing, sending emails.
- Assisting and coordinating with the sales team.
- Assisting the Front Office team.
- Assisting with inventory control.

May 2010 to Sept 2011

STORE MANAGER

MTS

- Managing store operations.
- Handling customers.
- Solve their problems & giving them best services.
- Activations in prepaid & post paid
- Managing the asset Tracking System software, related with the stock maintain.
- Achieving sales target
- Generating leads for Data Card & Smart phones