



Aarti Lodwal

Date of birth: 06/11/1989 | **Nationality:** Indian | **Gender:** Female | **Phone number:** (+91) 9770766365 (Mobile) |

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About me:

Performance driven and knowledgeable Purchasing and sales Executive skilled at managing all daily purchasing operation, evaluating suppliers, negotiation, execute purchase orders, vendor's development, and banking. Adept at managing several projects at the same time, maintaining adequate contact with vendors and organizing active purchase order. Specializes in Online banking transaction as administration.

● WORK EXPERIENCE

28/09/2015 – 01/02/2020 Indore, India

PURCHASE COORDINATOR MAHIMA FIBERS PVT. LTD.

- Materials Management, online Preparation & Execution of Purchase Order is prepared in ERP & sending related to suppliers.
- Stock Verification with Store department, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.
- Purchase related all responsibility - New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc.
- Procurement of all kind of material (Civil, Mechanical, & Electrical, Specially Spares Parts of Machines).
- Material Management, Planning for daily consumables material for next one month, billing status.
- Ensure the quality & quantity of material purchase at site.
- Creating different reports as required by Management.
- Negotiating with the vendors for Rate, Delivery and Payment Terms.
- Expediting with vendors as well as our H.O.

Business or Sector Manufacturing

05/2021 – 08/2021 Indore, India

PURCHASE & SALES HEAD SRIJAN MEDI SOLUTION PVT LTD

Handling the Sales Team as a Team Leader on behalf of Senior Branch manager. And make a Keen eyes on every enquiry send by team to vendors.

12/2021 – 03/2022 Indore, India

PURCHASER TIRUPATI STARCH & CHEMICAL LTD.

Purchasing managers are in charge of buying goods, equipment and services for their company, and try to ensure the most competitive prices. They are also responsible for negotiating contracts, reviewing the quality of products and analyzing suppliers , and the use and resale of goods and services.

31/03/2022 – 2023 Indore

SENIOR APPLICATION EXECUTIVE & COUNSELLOR PRESUME OVERSEAS EDUCATION PVT. LTD.

1. Taking Counselling of Student and resolved their queries and explain them about foreign education.
2. Solve Consultants queries and their issues related to application and payment related.
3. Update consultants about Universities Deadlines and their student's process.
4. Handle Students application on university portal and fulfilled university requirements on behalf of them.

● **EDUCATION AND TRAINING**

SECONDARY CERTIFICATE EXAMINATION Madhya Pradesh Board of Secondary Education

Final grade 71%

HIGHER SECONDARY CERTIFICATE EXAMINATION Madhya Pradesh Board of Secondary Education

Final grade 49%

BACHELOR OF ENGINEERING(INFORMATION TECHNOLOGY) B.M. Institute of Technology College, Indore

Final grade 68.09%

● **LANGUAGE SKILLS**

Mother tongue(s): **HINDI**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|----------------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | B2 | B2 | B2 | B2 | B2 |

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Excel | Social Media | Microsoft Word | Zoom | Outlook

● **ADDITIONAL INFORMATION**

ORGANISATIONAL SKILLS

Organisational skills

- ERP
- Tally
- Tally Prime
- Basic SAP Software

HOBBIES AND INTERESTS

Hobbies and interests

- Volunteering and community involvement.
- Writing.
- Blogging.
- Podcasting.
- Marketing.
- Learning languages.
- Photography.
- Travel.

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills • Problem solving abilities.

- Ability to deal with people diplomatically.
- Willingness to learn
- Team facilitator
- Excellence in Analysis
- Innovative
- Sound Judgment

- Decision Making Skills