

Heena Patil

Synopsis:

I have more than 3 yrs of experience in purchase and operation field. My objective is to work in the environment that will enhance my knowledge & career, where I can showcase my skills.

Education:

TYBMS from Mumbai University (2012)

References:

Kalpesh Agarwal – Director, HTP Global P. L.
Raju Mehta – Buss. Mkt.

Personal Information:

DOB – 20th Jan, 1992
Sex - Female
Marital Status - Single
Nationality - Indian
Languages – English, Hindi, Marathi, Gujarati
Interests - Cooking

HEENA PATIL

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Address: 39, Payawadi-Gabheri wadi, Nandapatkar road, Vile Parle (E), Mum - 57



HTP Global Technologies Pvt. Ltd., Mumbai (Operations Coordinator) July, 2014 – Till date

1. Purchasing material as per the requirements.
2. Purchase
3. Negotiation
4. Responsible for on time delivery.
5. PO in CRM
6. Creating DC and getting it acknowledged from customers.
7. Preparing Purchase approval vouchers to make the payment to vendors.
8. All other purchase related work.
9. And customer related documentation, etc.
10. Managing Inventory

Bussiness Market, Mumbai (Purchase Executive) March, 2013 – June, 2014

11. Purchasing material as per the requirements.
12. Getting quote from 3 different vendors and purchase from the cheapest one. Managing store material.
13. Negotiation.
14. Following until material is received, checking the quantity of material and bill details.