

RESUME

Name : Bhagyalaxmi.G.N.Marpaka

D.O.B. : 13th Oct 1989

Gender : Female.

Address : 3/8,Kavadiguda
Hyderabad.

Phone No. : 9820864849.

Email ID : bharatimarpaka@gmail.com.

Mother Tongue : Telugu.

Marital Status : Married

Languages Known : English, Marathi, Hindi, Telugu

Hobbies : Listening to music and playing cricket.

Work Experience : Six years Godrej & Boyce Mfg. Ltd.(Manufacturing of Forklifts)

Designation : **Purchase Executive** in Purchase Department.

Job Responsibilities :

- Maintain Item Data, Purchase Orders, Rejection Orders, Items Contracts, Subcontracting Order & Contracts in BAAN System.
- Maintain Back Order.
- Maintain records of Item data, Purchase Orders, Rejection Orders, Contracts, Subcontracting, ECNs, NDRNs, Deduction Note, Test Certificates.
- Manage Visitor's appointment.
- Look after subcontracting.
- Courier ECNs, NDRNs, C forms, Deduction notes.
- Maintain Work Permit.
- Follow up with Supplier to ensure timely delivery of the invoices.
- Keep track of ECNs, NDRNs, Deduction notes, Test certificates.
- Clear the invoices of the suppliers, Check & find out the Invoice Problem.
- Preparing pulse review presentations.
- Interacting with Suppliers through Mails and Phone calls.

- Preparing data for material planning based on Pending orders & current stock for regular production.
- APO requirement planning for LD,LE,MD,HD Forklift Trucks-Includes BOM Explosion, Raising Purchase Orders, BPR Monitoring & Follow Up.
- Using Customised Baan sessions to automate Purchase Order placing activity.
- Preparing Back end data of Order forecasting for CRM Meetings, taking action on decisions taken in CRM Meeting such as Norm Management & Raising PO's.
- Strictly follow every SOP regarding TOC-Includes APO, Service Spares Requirement.

Work Experience : Worked with Viridis Biopharma pvt ltd.((Pharmaceutical company)

Designation : Senior Purchase Executive in Purchase Department.

Job Responsibilities :

- Placing Orders for Material.
- Placing the Enquiries to various Materials.(Raw Material & Packing Material)
- Follow up for Material with suppliers.
- Follow up of Quotations from the various vendors.
- Preparing the Comparison Statement of Material to compare the prices of each & every vendor.
- Knowledge of ERP system. (Pro-gen ERP)
- Checking the Purchase Order
- Checking the bills given by vendor & submitting it to accounts dept.
- Maintain records of Item data, Purchase Orders, Rejection Orders, Contracts, Subcontracting, ECNs, NDRNs, C Forms, Deduction Note, Test Certificates.
- Timely clearance of payments & handling vendor enquiries.
- ABC classification of vendors on basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Negotiating the price, delivery schedule and terms & conditions with them.

Work Experience : Working with Omci rig tech & ss pvt ltd

Designation : Senior Purchase Executive in Purchase Department.(Oil & Gas company)

- **Job Responsibilities:** Assisting the Purchase and Logistics Head in Managing and

controlling all the company's external suppliers with particular emphasis on the purchase of Materials / equipment / services as required by the project team.

- Identifying new suppliers agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates.
- Assisting Purchase and Logistics Head in keeping a track of requisitions requested by Project team.
- Obtaining quotations, getting comparatives prepared, signing & checking P.O.
- Signing on final invoice check list prepared by juniors, coordinating with accounts to ensure payments are made on time.
- Assisting the Purchase and Logistics Head in maintaining purchasing information, files and records (e.g. Requests for Quotes, purchase orders, vendor files, etc.)
- Ensuring that all processes within the department are always undertaken in accordance with the laid down Company policies and procedures.
- Assisting the Purchase and Logistics Head in overall coordination of carrying out periodical comprehensive review of purchasing and supply chain function.
- Checking all PO's issued to vendors.
- Maintaining all records/documents etc. to maintain conformance with the Regulatory requirements, Company's policies & ISO system for their department (Purchase & Logistic).
- Maintaining the confidential information related to budget/quotes/Purchase Order etc., as applicable.
- Maintaining the Company's assets inventory List.
- Maintaining the valid calibration of all the required tools.
- Checking all the invoices before submitting to Accounts Department for disbursement.
- Proper management of all tool kits; stores/spares etc. in the Company.
- Keeping all precious instruments calibrated and ready for deployment as per Company policy.

Preparing all documents required for tool kit manifesting to Rig/ Project site

- Administering the Vendor management process and contracts for vendor performance / compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, issues PO, assess vendors periodically, etc.) for the purpose of securing items and/or services on time, within budget and in compliance with regulatory requirements.
- Establishing strategic relationships with key suppliers who are aligned to the company's needs.
- Identifying new suppliers, agree terms and negotiate supply agreements where appropriate, including discount structures and volume rebates.
- Conducting research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality, to ensure maximum optimization of

the Purchasing and Logistics processes.

- Carrying out periodical comprehensive review of the Purchasing and supply-chain function and its methodology, and identify & implement improvements.
- Development and continuous improvement of Company's supplier performance matrix and management/reliability processes.

Current Company :

Alchemy Medicine Pvt Ltd working as Senior Purchaser from August 2nd 2020 till date. (Pharmaceutical company)

Job Responsibilities:

- Looking after total Packing Material procurement along with Raw material required in our Roorkee plant.
- Coordinating with vendors negotiating on price developing new vendors finalizing P.O to vendors looking after timely delivery of material to plant also getting rejected material replaced in given timelines.
- Working on Marg ERP 9.
- Solving all vendor payment related queries.
- Submitting final planning sheet in excel on weekly basis to Purchase Manager as per consignment delivery dates.
- Arranging and attending meeting with vendors in regards to new development of products.

Current Salary : In hand 35000/- Rs per month.

Expected Salary : > 50,000/- Rs per month.

Educational Qualification :

| Degree | Name of Institute | University | Period | Percentage |
|--------|-----------------------|-------------------------|-------------|------------|
| B.Com | RADAV COLLEGE | Mumbai University | 2010 – 2014 | 50 % |
| H.S.C. | VIKAS JUNIOR COLLEGE | Maharashtra State Board | 2009 – 2010 | 64.17 % |
| S.S.C. | UDAYACHAL HIGH SCHOOL | Maharashtra State Board | 2007 – 2008 | 69.98 % |

Computer Skills:-

- Completed **MS-CIT** (Maharashtra State- Certificate in Information Technology) by **80%**
- Completed DTP with 72%
- Completed TALLY 7.2 with 90%
- Office: Ms-Word, Ms- Excel, Ms-Power Point, Internet.

Place : Hyderabad

Date :

DECLARATION

I do here by declare that the above mentioned information are true to the best of my knowledge and belief.

Miss Bhagyalaxmi.N.Marpaka

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