

RESUME

NAME : Miss. AREKAR SHRUTI SHASHIKANT
FATHER NAME : Mr. AREKAR SHASHIKANT NAMDEV
DATE OF BIRTH : 10TH DEC, 1988
ADDRESS : At-Popharan (Near PHC), Po- Akkarpati, Tal-Palghar,
Dist- Palghar. PIN No- 501 502.
Email ID- shrtarekar@gmail.com
Mobile No.-+91- 989-031-2842

EDUCATIONAL QUALIFICATION

- Diploma in Material Management from Welingkar Collage Matunga-Mumbai, Passed with IInd Class (57.48%) on 2010.
- B.Com from University of Mumbai, Passed with IInd Class (53.00%) on 2009.
- H.S.C. (Commerce) from University of Mumbai, Passed with IInd Class (53.00%) on 2006.
- S.S.C. from Maharashtra Board, Passed with Ist Class (60.13%) on 2004.

OTHER QUALIFICATION

- Office Automation course "A+" Grade
- Tally ERP 9 "A+" Grade
- 30 W.P.M. English Typing "A+" Grade

WORK EXPERIENCE

Worked with ***Tarapur Atomic Power Station (TAPS) Plant 3 & 4*** as Purchase Assistant on contractual basis from 15 Sept. 2010 to 30 oct. 2014

JOB PROFILE:

- Preparing proposal for purchase of material.
- Preparing Tender Enquiries on E-portal and manual of proposed parties.
- Handling Tender opening works.
- Preparing Comparative Statements and Purchase orders.
- Correspondence with the supplier and Indenters.
- Local cash purchase and medicine purchase order preparation.
- Arranging the negotiation meeting and follow-up of the same.

DECLARATION

I am confirm that the above information provided by me is true & correct to the best of my knowledge.

(Signature)

(Shruti S. Arekar)