

# **CURRICULUM VITAE**

**Komal Ravindra Indulkar**

**Address: Room no.1010/10<sup>st</sup> FL,1D Shree Vighanharta Society,  
New Hind Mill Mhada Sankul,  
Ghodpdev, Mumbai 400 010**

**Contact no- 7506855231**

**E-mail: - [komalindulkar.1994@gmail.com](mailto:komalindulkar.1994@gmail.com)**

## **Objective:**

To work with an organization where there is a scope for self-improvement and knowledge enhancement which will provide opportunities to exhibit the best of my ability and contribute towards organizational development.

## **Educational Qualification:**

Examination passed	University/ Board	Year of Passing
SSC	Mumbai	MAR-2010
HSC	Mumbai	FEB-2013
Graduation (Bachelor's in Management Studies) BMS	Women University - Mumbai	2017

## **Technical Skills:**

- Completed MS-CIT course with 80%

## **Professional & Additional Skills:**

- Liaising: With Fire Form B
- Social Audit: Health & Safety as per factory act
- Certified First Aid Trainer from First Aid Industrial Training & Health – Approved by Directorate of Industrial Safety & Health (DISH) Government of Maharashtra.

## **Work Experience**

**Currently working at Chanakya International Pvt Ltd as a Compliance Assistant (July 2022 to till date)**

### **Job Description: -**

- 1) Monitor the regulatory environment for changing Quality policies, processes, and legal documentation & training of the company
- 2) Responsible for all compliance initiatives, and handling all day-to-day compliance Activities of all internal departments
- 3) Conduct Training in the organization related to the Prevention of Sexual Harassment
- 4) Conduct First Aid Training for Workers and employees.

- 5) Manage 10 factories' documentation making and their training calendar and 1 headquarters and 2 stores' internal and management training.
- 6) Follow-up with Clients related to Audit Non – closures, Non – disclosure agreements clarification, Schedule Audits.
- 7) To train the employee/workers about Health and Safety, Emergency response on quarterly basics.

➤ **Worked at Darshan Silver Creation as an E-commerce Executive**

(Amazon / Flipkart / Meesho) (Dec 2021 to June 2022)

➤ **Worked For 6 Months In Sunil Jeweler's handling sale / Purchase entry In FA Prime Software.**

(Dec 2020 To Nov 2021)

➤ **Worked BOMBAY ELECTRONICS as an E-commerce & Purchase Executive**

(Started to work from Jan 2015 to May 2020)

- **Purchasing Activities:**

- \* Tender enquiry, get quotations, negotiation for best rates/services/delivery, make comparative statement and get approved from management.
- \* Raising purchase order on the basis of requirements.
- \* Follow up with vendors for material & timely inward of stock into the system.
- \* Maintaining vendor's master data.
- \* Development of new vendors.
- \* Resolve supply, quality, service and invoicing issues with vendors.
- \* To check bills as per purchase order. (Vat, Service tax, Pan card, GST, excise duty etc.)

- **Online e-commerce processing**

- \* Manage websites - Order Processing / Database / Inventory updating (eBay / Shop clues / Flipkart / Cloudtail / Amazon)

➤ **Worked for Dec 2013 to Dec 2015 SWASTIK MANPOWER SERVICES as an Office Assistant.**

<b>Personal Details:</b>
--------------------------

<b>Father's Name:</b>	Mr.Ravindra Rajaram Indulkar
<b>Date of Birth:</b>	01/05/1994
<b>Sex:</b>	Female
<b>Nationality:</b>	Indian
<b>Marital Status:</b>	Single
<b>Hobbies:</b>	Reading Books & Painting
<b>Language Known:</b>	Marathi, Hindi & English

<b>Declaration:</b>
---------------------

Information mentioned above is true to the best of my knowledge and belief.

Date: 11<sup>th</sup> October 2023

Place: Mumbai

**KOMAL RAVINDRA INDULKAR**