**POONAM SANDEEP JADHAV**

🞽Mobile: +91- 8419972795 / 9969942001

🞽 E-Mail [poonam27782@gmail.com](mailto:poonam27782@gmail.com)

**CAREER OBJECTIVES**

Achieve positive results in whatever I undertake.

Utilize my skills and relevant knowledge to improve on the efficiency and performance at every stage.

Succeed and contribute in my own way for prosperity of the employer.

**WORK EXPERIENCE**

**Dynalog (India) Limited :-** Vikhroli 2014 – till date

**Position :- Purchase Officer**

Duties and Responsibilities:

**Purchase (External Purchase)**

* Find out Purchase Indent. Make a Purchase Enquiry & Send it to different Suppliers.
* Make a Purchase Enquiry in Excel Format, Make a Comparative Chart in ERP Systems, P.O. Raised on Supplier's, Follow up for replacement in case of Rejection.
* Accept the Material from respective Person and get it approved from QC dept /respt. Dept. and then submit the Challan cum invoice to Store. Handover the invoice copy to account dept., solve account query related to purchase in ERP s/w
* Maintain separate excel file for external purchase right from start to end.

**Purchase (Internal Purchase)**

* Give Purchase Price for internal department.
* Making Indent for Verbal P.O., Internal Purchase Order, Internal Sales Order, in ERP s/w.
* Making Internal Delivery Challan & Internal Receipt in ERP s/w

**Cash Purchase**

* Routine Cash Purchase work, like preparation of Purchase order in ERP s/w.
* Get it approved from account department.
* Adjustment of stock as advised by accounts department.

**Supplier**

* Follow up for Rejection of items, Replacement & Delivery.
* Attending supplier’s calls.

**ISO**

* Making Supplier Performance Report in Excel Format, Supplier Rating.
* Making Rejection issue's Letter / Vendor Registration Form / Purchase Ledger.
* Making Cost Deduction / Corrective Action's.

**Records**

* Maintaining all purchase files neat & proper.
* ISO Document Track and control.

**GODREJ & BOYCE MFG. CO.** : Vikhroli 2010 – 2012

**Position :- Logistic and purchase officer**

Duties and Responsibilities:

**Dept**:- **Logistic & Distribution**, **L & D Division**

* Maintain Trip
* Releasing Trucks.
* Maintain Exception Report TFL(Truck Load Factor)
* Print Sales Invoice
* Print RPL & Sales Orders For Warehouses.
* Making Monthly report ( Product turn over report on daily basis )
* Road Permit Entry in Excel file & follow up with branch.
* Arrangement of courier dispatches by Air ,Rail & Road.
* Reporting to Senior Manager of Daily Dispatch Schedule.
* Follow up with Divisions, Branches, Marketing Dept & Delivery Dept for urgent dispatches New component development

**Dept :- Prima Division  Plant :- 14P.**

* Handling Purchase Enquiries.
* Getting Quotation from suppliers.
* Negotiation Prices
* Prepared PIPO
* Follow up the all material dispatches and maintained delivery time
* Entering Defective Classification Sheet ( DCS ) and sending defective material to the supplier
* Book RPL Sale Order / Returnable Sale Order.
* Create Item code in BaaN System as required.
* Co – ordination with related branch.
* Maintained Documentation.
* Print Sales Invoice

**IRIS Business Services India Pvt Ltd**: Vashi as a Computer operator

**ACADEMIC CREDENTIALS**

2010 Studying M. Com. in Mumbai University, Kalina

2008-09 B.com Dnyanasadhana College, Thane from Mumbai University

2005 –06 H.S.C.(commerce) Mumbai University.

2002 – 03 H.M.Marathi High School, Mumbai.

**TRAINING & TECHNICAL QUALIFICATIONS**

* Microsoft- Office (Word, Excel, Power- Point, Ms-Access), MS- CIT -2006
* Basic Knowledge of ERP System BaaN System.
* Tally 7.2

**PERSONAL SKILLS**

Comprehensive, problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, willingness to learn team facilitator, hard worker

**PERSONAL SNIPPETS**

Date of Birth : 11th Oct. 1988.

Residential Address : 27/782, Pantnagar, Ghatkopar (East), Mumbai 400 075., India

Marital Status : Married

Language Proficiency : English, Hindi, Marathi.

I hereby declare that all the information mentioned in the above are true and best of my knowledge and belief.

Date:- Signature

Place:- Mumbai (POONAM SANDEEP JADHAV)