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| Neha P. Joshi  H 36 Shivanjali Society Near Lotus Plaza Gotri 390021 · (M) 8460187790  Email · Sononeneha1995@gmail.com |
| **OBJECTIVE**  I am seeking a position to develop my skills and to sharpen my potential. I want to work in a professionally satisfying environment where my creativity and knowledge is recognized, encouraged and rewarded. I will try my best to achieve future goals of the company and to enhance my knowledge.  **SUMMARY**  Over 5 years of experience In PROCUREMENT  Materials Management, Purchase order work under based on ERP and online Purchase Order is prepared in Zip ERP Reconciliation vendor Statement with ERP System & Manual. Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.  New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc. |

# Experience

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| dT 26-10-21 to till dateTendering & marketing executive, mbh power private limited Working as Tendering and marketing executive in the company looking after the EPC tender in middle east of Africa as well as in India , floating enquiry ,making comparative statement ,negotiation, costing, filling tender relevant form, pre bid meeting etc are the process followed in tendering stage as well as looking for Procurement. |
| Dt 02/1/2017 to 10/08/2021Senior purchase executive, Pratibha Engineering Services Worked as an Exe. Purchase engineer oversees the purchasing of technical goods and services for an industrial operation, having knowledge of the equipment, materials and supplies. Prepare enquiries and forward to vendorsFollow- up with vendorsEvaluation of vendor offers Interaction with internal and external customers for technical clearance of offer.  Commercial comparison. Negotiation with supplier. Material Procurement, Inventory Management Knowledge of tendering Purchase procedure, Purchase Order. Preparing and releasing the Purchase Order and follow up with vendor/supplier for getting timely material.  To look after all purchase activities.  To know the entire purchase process from indent to payment  Internal co‐ordination |

# Education

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| BE (Electrical), Vadodara institute of engineering (Passed out 2016) CGPA 7.2 |
| Diploma (Electrical) Parul institute of engineering (passed out 2013) CGPA 8.06 ssc jEEVAN SADHANA (passed out 2010) PERCENTAGE 72% |

# Skills

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| * Procurement of Material * Material Management * Expediting * Billing * Documentation | * Negotiation with vendors * Vendor management * Costing * Good relation development with client and supplier |

# ACHIEVEMENTS

- AWARD FOR BEST EMPLOYEE IN LOCKDOWN 2020

- RISING STAR AWARD IN 2018

# EXTRACURRICULAR ACTIVITIES

Worked on science project

Participated in drawing comp.

Participated in Marathon 2010

# INDUSTRIAL VISIT

1 UKAI HYDRO POWER STATION

2 VANAKBORI THERMAL POWER STATION

3 JAYESH ELECTRICALS GIDC

# PERSONAL DETAILS

GENDER Female

NATIONALITY Indian

DOB 19 JULY 1994

MARITAL STATUS Married

LANGUAGE KNOWN -English, Hindi, Gujarati, Marathi

EXTRA KNOWLEDGE ERP, Outlook, Plc and Scada and basics

# DECLARATION

I hereby declare that all information given by me are true as per my knowledge.

Neha Joshi

8460187790