

# **RESUME**

## **PERSONAL DETAILS:**

**Name :** NEHA V. MURKAR

**Address:** 302, BSUP Project Bldg no: 6, Ashtavinayak, Patharli, Dombivli (East) -421201.

**Date of Birth:** 28th Nov, 1989

**Contact No.:** 9920752035

**Email:** kirveneha@gmail.com

**Nationality:** Indian

**Religion:** Hindu

**Marital status:** Married

**Degree:** MBA in Supply Chain Management.

## **ACADEMIC DETAILS:**

<b>Qualification</b>	<b>Institute/ School</b>	<b>University/ Board</b>	<b>Academic Year</b>	<b>Class Secured</b>
MBA	IIBMS	Indian Institute of Business Management Studies	2025	Distinction
TYB COM	Pragati College	Mumbai University	2010	II Class
HSC	S H Jondhale College	Maharashtra Board	2007	II Class
SSC	Greens English School	Maharashtra Board	2005	I Class

## **Career Objectives:**

- To be an expert in field of Commerce, with a challenging job profile in a good company.
- To be able to apply my knowledge, ideas and creativity in the job I am doing.
- And ultimately, to be an asset to the company and give my share in profit and productivity.
- Strongly skilled in organization, problem-solving, customer service, and multitasking while being committed to excellence.
- Strong communication skills

## **WORK EXPERIENCE:**

### **SUNMAR INDUSTRIES:**

Worked in Purchase Dept as **Purchase Assistant** from May 2011 till Dec 2014. Handled work related to purchase like preparing purchase orders, quotations, inquiries, taking follow up with the vendors for payment, etc. Also done petty cash entries in registers & vouchers related to accounts. Made Purchase & Sales invoice entries in Tally ERP 9.0.

### **MDC GROUP OF COMPANIES: -**

Worked as **Sourcing cum Purchase Executive** from Jan 2015 till May 2018 for 3.5 years. Handled all purchase related work of the company. Preparing Purchase order, quotations, & Proforma invoice. Also collaborate with senior staff in weekly meetings by creating and maintaining month-end reports. Negotiating prices received from the manufacturers & match the target price set by the overseas customer. Also handled overseas import transactions of the company.

**BHARATI FIRE ENGINEERS: -**

Worked with **Bharati Fire Engineers** as **Assistant Manager - Purchase** from Nov 2022 till June 2023. Handling all Procurement of Raw materials, chemicals, Material Planning, developing new vendors, etc. Follow-up with Suppliers for pending material orders, interacting with suppliers for any queries, maintaining customer data in excel sheet, google sheets, etc. Working knowledge on E portals like SAP Ariba, GEM, Procure Tiger, etc.

**INDO AMINES LTD: -**

Worked with **Indo Amines Ltd** as Purchase Executive from July 2023 till Oct 2024. Handling all Procurement of Raw materials, Chemicals of R&D & QC Department requirement from time to time. Preparing Service maintenance Purchase Orders, Material Planning, developing new vendors, Sourcing for Engineering & Capex Opex procurement requirement. Follow-up with Suppliers for pending material orders, interacting with suppliers for any queries, maintaining regular payment follow up with accounts for various vendors & timely payment to vendors against the material procured, KYC Registration of vendors, maintain all documentation and records as per guidelines of (ISO), also follow safety standards required by EHS.

**INFRA MARKET**

Currently working in **Infra Market** from Nov 2024 till date. Sourcing & evaluating suppliers, negotiate terms, pricing & contracts with suppliers, create purchase orders, floating RFQ, Making comparison sheet & finding out L1 Vendor, follow up for pending material with vendor. Also follow up with accounts department for vendor payment. Proficiency in ERP System for PO Generation & Microsoft Office.

**COMPUTER SKILLS:**

- MS-OFFICE.
- Internet.
- English Typewriting 30 wpm GCC Exam passed with distinction.
- Basic knowledge of Tally ERP 9.0

**EXTRA CURRICULAR ACTIVITIES & AWARDS:**

- Winner of Accountancy Quiz Competition organized by Pragati College.
- Winner of Handwriting competitions & Sports Competition held in School.

**LANGUAGES KNOWN:**

- English.
- Hindi.
- Marathi.

**HOBBIES & INTERESTS:**

- Playing Badminton
- Listening to music
- Reading.

**SKILLS:**

- Fast learner
- Wise decision maker
- Ability to adapt with people & situations quickly.

I ensure that I will do my best and serve the company with sincere efforts reaching it to the peak of the corporate world.

**NEHA V MURKAR**