Krutika Gavit

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A BBA-CA graduate and a Purchase Executive Assistant at Lear Lauf Design and Engineers Pvt. Ltd. I handle procurement and partake in strategic decisions. My prior experience includes an 8-month stint at Decathlon Nashik, where I polished my customer service and operational skills. Alongside, I've developed proficiency in programming and frontend development, with a portfolio that includes websites, working notes, chatbots, and more.

Looking forward to build career in Supply Chain Field.

Work Experience

Company1:

Associate Sales Manager: Mar 2022 - Oct 2022
Decathlon Sports India.

- Hands on experience with layout strategies and implantation logic.
- Better conversion plans for every unique individual
- Analyzing TO on frequent intervals and taking strategic actions to improve.
- Creating creative excel, power-point dashboards, charts and emails for visualization to understand key insights on TO data. Showcasing achievements to decathlon employee community.
- Responsible for TG(top performing gondolas)action plans for product selection

Compny2:

Purchase Executive Assistant:
Lear Lauf Design And Engineers (INDIA) Pvt. Ltd.   July 2023 - Present

- Managed the end-to-end procurement process, including handling **Purchase Requisitions** (PRs) in **SAP** and converting approved requests into **Purchase Orders** (POs) for timely acquisition of materials and services.
- **Sourcing and Procurement**: Identify potential suppliers, evaluate their products and services, negotiate contracts, and establish agreements that meet quality standards and cost efficiency.
- **Vendor Management**: New Vendor Creation. Maintain relationships with existing suppliers, negotiate contracts and terms, resolve supply issues promptly, and evaluate supplier performance.
- **Cost Negotiation**: Negotiate with suppliers to secure advantageous terms, aiming to secure products and services at the best possible price without compromising on quality or delivery timelines.
- **Documentation**: Prepare and maintain accurate records and documentation related to purchases, including purchase orders, contracts, and supplier agreements.
- **Communication**: Collaborate with various departments within the organization to understand their procurement needs and specifications.

Projects [https://github.com/krutikagavit]

Website for Online Flower Shop (HTML, CSS, JavaScript, PHP, MySQL): ([View Project](#))
- Developed responsive website- Online Flower Shop using HTML, CSS, JavaScript, PHP and MySQL. Implemented user registration flow with front-end form validation and secure back-end handling. Stored user sign-ups in MySQL database tables. Built admin portal to view and manage submissions. Demonstrated skills in responsive UI creation, back-end database connectivity, input sanitization and overall full-stack development.

Working To-Do List (HTML, CSS, JavaScript): ([View Project](#))
- Designed and developed a dynamic, responsive and interactive To-Do List web application using HTML, CSS, and JavaScript. The user-friendly interface allows effortless task management, enabling users to add, complete, and delete tasks with ease. Utilized local Storage for data persistence, ensuring seamless user experience. Effortless Start- Existing tasks are automatically loaded and displayed when the page is loaded.

Working Chatbot (HTML, CSS, JavaScript): ([View Project](#))
- Developed a dynamic, responsive and interactive visually appealing chatbot web application, utilizing HTML, CSS, and JavaScript. The application boasts a clean and intuitive user interface, ensuring effortless interaction. Users can engage in real-time conversations, receiving dynamic responses tailored to their input. Implemented a scrollbar for effortless browsing through the conversation history, enhancing user satisfaction.

Education

BBA-CA, 2023, CGPA: 7.71
(Bachelors of Business Administration in Computer Application)
Pune university, Nashik

Higher Secondary Education (PCMB), 2020, 72.46%
Mahatma Gandhi Vidyamandir's Loknete Vyankatrao Hiray Arts, Science And Commerce College, Nashik

Technical skills
- Programming Languages: HTML, CSS, JavaScript, C, C++
- Database: SQL, MYSQL, PHP
- Basics of IOT, Artificial Intelligence
- Object Oriented Programming Concepts
- Basics of cyber security
- Basics of Excel

Certifications
- TCS National qualifying test - 81.49%
- C and C++ & Object oriented programming concepts Coursera
- TCS ION Career Edge - Young Professional