

## CURRICULUM VITAE

Name: Akshay Vijay Kore

Address: At.post- Vangaon(Chandigaon),House no.20, Near R.G.Highschool,Pin no.-401103 , Dist-Palghar

E-mail id: [akshaykore21@gmail.com](mailto:akshaykore21@gmail.com)

Contact no: 7276876277 / 8766914780

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**Career statement:** to become a successful person with challenging position using skill and talent for achieving company's goal in a challenging position.

### Summary of skill :

- Posses high attention to detail
- Skilled in understanding and reviewing purchase orders, invoices and other reports
- Able to communicate with account department on payment matters
- Strong administration and data entry skills
- Skilled in drafting purchasing budgets
- Making decisions on procurement of materail
- Handling vendors querys and complents
- Negotiation with vendors for purchasing
- Timely updating of various reports and statements of stocks.
- Ability to design and implement strategies for cost saving

### Work experiance :

**Assistant purchase coordinator -**

**Ebco pvt. ltd - from 2016 to till date.**

- Roles & responsibilities are as below -
  1. Assisting to various departments regarding thair material requirements.
  2. Assist purchase managers in making purchases
  3. Ensure about the cost, quality and availability of product before purchasing
  4. Maintain and update of purchasing reports for forecasting and cost tracking

5. Making purchase orders as per material requirement.
6. Tracking status of orderd material/ continous followp with vendors regarding orders and status of material
7. Maintaining records of inward material, making GRN of inward material.
8. Updating to concern departments regarding material stauts.
9. Maintaining statement of orderd list of coils o
10. Involve in making consumption stock planning
11. Help in daily office routine such as filling, answering phones and photocopying machines
12. Handeling day to day mails of vendors and concern departments
13. Studying of quotations from different vendors for specific material requirement for finalization of making purchase
14. Maintaining excellant vendor relationship

### **Project work (B.M.S):**

Done project in field of HR

Industrial safety with reference to “Viraj Steel Ltd”

A project designed for The Viraj Forging Ltd Boisar (W) to manage and maintain safety in the work place and in organization and maintain peace at work, which leads to proper work and it will take less accidents and hazards in company at workplace it will improve performance of workers and achieve goals/objectives of the company

### **Educational Qualification:**

Degree	Institute	Percentage
T.YBMS	University of Mumbai S.D.S.M college Palghar(W)	59 %
H.S.C	Maharashtra State Board M.K junior college Chinchani	66 %
S.S.C	Maharashtra State Board R.G Kore High school	78 %

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**Computer skill:**

- Basic computer course
- Course in smart computer professional (SCP)

**Personal details:**

Akshay Vijay Kore

Gender: male

Marital Status: Unmarried

Date Of Birth: 21 July 1995

Language known: English, Hindi, Marathi

Hobbies: Playing Carom, Farming,

Declaration: I hereby declared that the information given above is true and to the best of my knowledge.

Place:

Date: