

## MINAKSHI MAHENDRA MAGADE

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### CAREER OBJECTIVES :

To get challenging and growth oriented position, where my knowledge and skill can be effectively utilized and enhanced eventually, leading to contribution in the growth of organization and myself.

### ACADEMIC QUALIFICATION :

- 2014 : **B.E [Mechanical Engineering]** from Govt. College of Engineering Karad with **64.60%**
- 2010 : **H.S.C.** [Maharashtra State Board] **70.33%**
- 2008 : **S.S.C.** [Maharashtra State Board] **84.64%**

### CORE COMPETENCIES :

- Communication and Active Listening
- Ethical behavior and professionalism
- Negotiation skills implementation of code
- Highly creative and able to work independently
- Detail oriented
- Good time management and ability to meet deadline
- Judgment and Decision making
- Flexible and Adaptability
- Analytical and critical thinking
- Interpersonal skill
- Relationship management
- Knowledge of ISO requirement

### WORK EXPERIENCE :

- **Alpha Dies & Pattern (I) Pvt. Ltd.**
  - **Designation :** Purchase Engineer
  - **Experience :** Feb 2017 to till date

### Role and Responsibilities :

- To **develop** new **vendors** or multiple source of availability of material and minimization of cost and improvements in quality.
- To manage the vendors and develop the relationship with them.
- Understand priorities or requirement and follow purchase.
- Processing and issuing purchase orders in **ERP** system.

- PO's on time to suppliers.
- Bill of Material entry in ERP.
- Work order entry and issue in ERP
- Flexibility to generate Purchase Order in domestic and foreign currency.
- Business and functional requirements analysis at the initial phase of project.
- Budgeting and cost control of project by preparing **cost review report**.
- Read technical drawings to insure all items procured.
- Obtaining Quotes from preferred Vendors
- **Negotiates prices** manually or e-auction
- Adept in prioritizing work load, finding solution and managing budget.
- To maintain the ERP data regarding Purchase.
- To maintain minimum inventory in order to optimize cost.
- Preparation of costing report for the project using a software ERP.
- Participate in ISO audits resolve procurement and proposal PTRs and implement associate process improvement.
- Customers have been handled : **Hindustan Aeronautics Ltd., International Tractor Ltd., OCL Iron & Steel Ltd., Varun Industries Ltd., Shivalik casting, Menon & Menon, Breaks India Swaraj, Hinduja foundries Ltd., Oliver Engineering Pvt. Ltd.**

- **Tejas Enterprises**

- **Designation** : Purchase Engineer

- **Experience** : Dec 2015 to Jan 2017

TEJAS ENTERPRISES is a small scale trading business. It providing labours and supplying all types of materials Safety, Hardware, Stationary, Electrical material, Aluminium material, Glasses, Wooden Pallet & Boxes

## **Role and Responsibilities :**

- Understand Priorities of requisition.
- Make a Inquiry Sheet.
- Obtaining Quotes from preferred vendors.
- Release Purchase Orders in ERP.
- Preparing sales Invoice in ERP.
- Frame a Purchase cost and Sale cost in Excel sheet
- Analysis on Project cost.
- Vendor development.
- Negotiates price manually.
- Customers have been handled : Bharat Forge Ltd. Mundhawa, Reliable, Sequoia, Mahindra & Mahindra, Bharat Forge Ltd. Chakan, Brembo Breaks india Pvt. Ltd,

### SOFTWARE KNOWLEDGE :

- ERP (Proficient)
- AUTOCAD
- MS OFFICE EXCEL
- MS OFFICE WORD
- MS OFFICE POWER POINT

### ACADEMIC PROJECT :

#### **B.E. PROJECT NAME: – SOLAR FLAT PLATE COLLECTOR USING HEAT PIPE**

The Solar flat plate collectors are probably the most fundamental & most studied technology for Solar-Powered domestic hot water systems. The overall idea behind this technology is pretty simple. The Sun heats the dark surface, which collect as much energy as possible, and then the energy is transferred to water, air, or other fluid for further use. In flat plate collector we use HEAT PIPE instead of normal tubes containing heating fluid to transfer the heat from collector due to this our efficiency goes on increasing. It was 85%. The HEAT PIPE is a generally self-heat recovery devices that is used to transfer heat from one end to another with minimum temperature losses

### INDUSTRIAL TRAINING :

#### **Training completed in Menon & Piston Sangli**

Menon & Piston Limited is engaged in manufacturing of Auto Components such as Piston, Gudgeon pins & rings required for commercial & Passenger vehicles.

### PERSONEL PROFILE :

Name : Minakshi Mahendra Magade

Marital Status : Unmarried

Date of Birth : 12 January 1993

I hereby inform that all the above furnished information is true to the best of my knowledge and sufficient proofs will be produced if necessary.

Date :

Signiture

Place : Pune

Minakshi Magade