



TRUSHA SUNIL MANE

PROFILE SUMMARY

To have growth oriented and challenging career where I can contribute my knowledge and skills to organization and enhance my experience through continuous learning and teamwork

SKILLS & ABILITIES

- Purchase engineer
- Price negotiation
- Vendor development
- Supplier selection
- E-tendering
- Project procurement
- Strategic sourcing

CONTACT INFORMATION

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EMPLOYMENT HISTORY

Purchase Engineer cum Executive

Company- D.N. ENTERPRISES (Jan 2018- August 2019)

- Procurement & purchase of material as per client specification
- Vendor development & meeting with client to know their requirements
- Develop, implement & drive the procurement strategies in order to meet cost saving targets
- Review & manage the supplier base to ensure consistency with sourcing strategy
- Processing purchase order and invoices
- Co-ordination with supplier, logistics & customers
- Inspection representative & troubleshooting
- Negotiations with vendors & follow ups for payment
- Technical & commercial evaluation of bids
- Managing Pre-bid, Post bids documentation
- Supplier inspection & customer inspection

Education Counsellor

Company- CEDP Skill Institute (March 2020- June 2020)

- Call students from database generated and Leads Assigned.
- Generating Walk-in by doing Follow up on Enquiry Assigned on Daily Basis.
- Participate in Marketing Activities for Lead Generation
- Counselling the Walking and Closure of Admission has to be done on Daily basis as per the Target.
- Conducting Pre-sales and Post Sales Procedure/Activity as per SOP.
- Making Reports on daily / weekly and Monthly basis (Performance Report / Walk in Report and Admission Report).
- Self-initiative to improve efficiency.
- Work on Plan of Action given by HOD and making sure the Target is achieved.
- Handling Student Grievances and Retain the Dropouts.
- Any other responsibility that the management assigned from time-to-time.

EDUCATIONAL HISTORY

Mumbai University

B.E. - ELECTRICAL ENGINEERING (2017)

C.H.M COLLEGE

HSC SCIENCE (2012)

PATIL BAL MANDIR SCHOOL

SSSC IN 2010

INTERESTS AND HOBBIES

- Reading books
- Singing
- Dancing
- Cooking