



VINISHA JAISWAL

Procurement Specialist

As a dedicated and detail-oriented Purchase and Operations Executive, I am committed to optimizing procurement processes and ensuring the timely, cost-effective delivery of high-quality materials and services. With a strong focus on operational excellence, I consistently drive improvements in supplier management, cost reduction, and process efficiency.

Contact



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Dubai, UAE

Education

- Bachelor of Engineering in Electronics and Telecommunications

Mumbai University
6.05 CGPA

- Higher Secondary Certificate Examination

Mumbai Divisional Board
55.67%

Skills

Market Analysis

Communication

Teamwork

Business Process Optimization

Critical thinking

Experience

● Purchase and Operations Executive

Sapphire Infotech Private Limited

August 2023 - December 2024

- Managed procurement of office supplies, equipment, and services, aligning with company standards and needs.
- Negotiated contracts with suppliers, ensuring favorable terms and timely delivery of quality products.
- Oversaw purchase order management and resolved order discrepancies to maintain seamless operations.
- Maintained comprehensive records of procurement transactions, including contracts and supplier communications.
- Ensured compliance with internal policies and external regulations.
- Collaborated with cross-functional teams to support smooth operations and proactive risk mitigation.

● Purchase Executive

Selec Controls Private Limited

April 2023 - July 2023

- Conducted market research to evaluate product costs, delivery timelines, and quality.
- Managed supplier relations, negotiating policies and contracts to secure optimal terms.
- Collaborated with Internal Quality Control (IQC) teams to address product rejections and quality issues.
- Monitored stock levels to ensure alignment with business needs and prevent shortages.
- Prepared reports on procurement activities, supplier performance, and stock levels to support decision-making.

Languages

English



Hindi



Marathi



Certifications

Advanced Certificate Program in Data Science (Specialization in Data Analytics)