



Sanjana Ghosh

193chohan Dairy Malviya Chowk Roorkee
sanjanaghosh079@gmail.com

With exceptional organizational and time management skills, I effectively prioritize tasks and meet deadlines. I possess strong communication and interpersonal abilities that enable effective collaboration with internal teams and external suppliers, while also being adept at working independently and managing multiple projects concurrently.

PROFESSIONAL EXPERIENCE

Wipro Consumer Care And Lighting Sidcul Haridwar Purchase Executive

04/23 – present

Proven expertise in procurement, vendor management, and supply chain optimization. Proficient in SAP MM for efficient material management. Strong analytical and negotiation skills with a track record of delivering cost-effective solutions. Detail-oriented and results-driven professional seeking a challenging role in purchasing and procurement.

- Skills: Procurement Strategy, Vendor Negotiation, Supply Chain Optimization, SAP MM, Cost Reduction, Contract Management, Strategic Sourcing. Eager to contribute to organizational success while pursuing a well-paid position in the dynamic field of purchasing and procurement. Open to exciting opportunities that align with my skills and ambitions.

EDUCATION

Hemwati Nandan Bahuguna Garhwal University Srinagar B.COM

08/19 – 10/22

- Accounting and finance

IT Computer education

Advance Diploma In Information Technology

08/19 – 11/20

- Advance Diploma In Information Technology is a Diploma in Automation, Financial Accounting, Graphics, PC Fundamental, Office Automation, Desktop Publishing, Programming, PC Troubleshooting and Web Designing.

LANGUAGE

- English
- Hindi
- Bengali

PERSONAL DETAILS

- Born on – 13th August 2001
- Marital status – Unmarried
- Father's name – Mr. Ramesh Kumar
- Nationality – Indian
- Permanent address– Deshbandhu nagar post– sagar bhanga Durgapur, Dist– Bardhaman WB. 713211

KEY SKILLS

- SAP
- Planning
- Purchase order
- Vendor audit
- Third party vendor management
- Vendor coordination
- New vendor development
- Inventory control