

CURRICULUM VITAE

POOJA

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TUGHALKABA EXT.
NEW DELHI-110019
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Management Professional

- A skilled professional with experience and expertise in Procurement planning & Management, technical Support & quality Control. as a Purchase Executive with SFS Fire & Security Pvt Ltd, Saket , New Delhi-110030
 - With an open positive attitude, goal oriented approach, flexible and initiating skills.
 - Adroit in managing, directing, planning & coordinating operations.
 - Proficient in monitoring procurement activities, investigating ,always having up to date information about marked forces & current prices.
 - Ensured that aims, goals and objectives were accomplished in accordance with outlined priorities, time limitations and available financial conditions/capabilities.
 - Excellent communication, analytical & interpersonal skills with the ability to work in dynamic and cross cultural environment.
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EMPLOYMENT RECITAL

Detail of Present Employer:

SFS Fire & Security Pvt Ltd..

SFS is a leading total solutions provider of Fire Detection & Alarm Systems Fire Protection Systems, Passive Fire Protection Systems and state of the art reliable Security Solutions tailored to the end-user needs that includes complete systems integration with command and control capabilities based national and international markets..

Domain Skills:

- Spearheading a gamut of operations encompassing procurement ,
- Accountable for independently carrying out the Operations from indent–Enquiry –Quotations /bids comparison –Finalization / preparation of Purchase orders –Technical documents approval from client- Dispatch clearance - dispatch of material
- Accountable for Coordinating with Suppliers & clarifying suppliers /manufacturers about the requirements of various items/ equipment.

COMPETENCIES

PROCUREMENT

NEGOTIATIONS

VENDOR DEVELOPMENT

VENDOR SUPPORT

QUOTATIONS

PRICE COMPARISON

- Preparation of Purchase /Work orders thoroughly filtered technically as well as commercially which acts as a manual for Vendors /suppliers/Manufacturers /Sub-contractors for the execution.
- Coordinating with project personnel's to get enhance execution.
- Establishing /maintaining status against correspondences to get clarified status of execution running orders.
- Accountable for availing any sort of material /requirement through Vendor support.
- Overseeing New Product,Promotion,New Vendor Development & mapping competition between suppliers.
- Working in an ERP environment.
- Preparation of Daily /Weekly /Monthly progress reports.
- Operational in packages such as MS WORD & MS EXCEL.
- Responsible for timely supply of Raw Material for over 50 sites of some of the major clients such as:

NTPC , JPL, TATA TROMBAY,ADANI

Details of Past Employers :

ALTECH INFRASTRUCTURE PVT LTD. (June 2013 – July 2016)

- Three Year Worked as Purchase **executive**

MATERIAL DESCRIPTION
Pipes
Pipes Fittings
Strainers
Flanges
Plates (SS/CS /MS)
Wrapping Coating
Material Insulation
Paints & Primers
Fasteners
Gaskets

EDUCATIONAL CREDENTIALS

Completed M.Com 2016 from IGNOU, Delhi

Completed B.com - 2013 from IGNOU, Delhi

Senior Secondary Schooling - 2009

Aruna Asaf Ali Sarvodya kanya Vidyalaya.

Secondary Schooling - 2007

Aruna Asaf Ali Sarvodya kanya Vidyalaya.

PERSONAL DETAIL

Date of Birth: 12th Jan 1992

Father's Name: Sh. Prem chand

Marital Status: Unmarried

Religion- Hindu

Language- English & Hindi

Salary expected : Negotiable

DECLARATION:

I hereby declare that the information furnished above is true to the best of my knowledge.