

REKHA VERMA

Sector-104, Noida

Gautam Budh Nagar

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Career Summary

- More than 15 years in Admin and Purchase Department

Work Experience

Purchase + Admin Manager

M/s Neelu Packing Industries, Noida

From Dec'2014 to contd.

Purchase Role:

- Expertise in developing local vendors, reducing the cost of procurement of material.
- Coordinate with suppliers, manufacturers and internal departments.
- Follow-up regarding any dispute of invoice & material.
- Setting up the weekly, monthly, quarterly procurement plan.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Negotiation skills.
- Effective management of vendor database.
- Classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Arranging drawings / technical details from vendors

Admin Role:

- Hiring, training, and evaluating employees and taking corrective action when necessary.
- Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.
- Familiarity with budget planning and enforcement, human resources, and customer service procedures.
- Make travel arrangements, including booking hotels and arranging for transportation.
- Strong problem solving and critical thinking
- Ensuring the office is stocked with necessary supplies and that all equipment is working and properly maintained.
- Ability to plan for and keep track of multiple projects and deadlines.

Admin Manager

M/s Tahiliani Designs Pvt. Ltd., Delhi

from Jan'2005 - Dec'2012

- Managing office budgets (Stationary, House Keeping, Canteen, Furniture etc.)
- Implementing and maintaining procedures/office administrative systems.
- Supervising the day-to-day operations of the administrative department and staff members.
- Developing, reviewing, and improving administrative systems and procedures.
- Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
- Collecting, organizing, and storing information using computers and filing systems.
- Maintains administrative staff by recruiting, selecting, orienting, and training employees.
- Supervises clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees.
- Initiates and coordinates goals, deadlines, and projects for their department.
- Monitors and procures needed supplies for office, reception, mailroom, and kitchen.
- Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
- Coordinate meetings and ensure that conference room is ready for in-house meetings.
- Work to improve overall office productivity.
- Handled cash receipts and tracked cash withdrawals.

Educational Qualifications

- Bachelors of Commerce from University of Delhi.
- 10+2 from CBSE Board (Delhi).
- 10th from PSEB Board (Punjab).

Computer Knowledge

- Well versed with MS Office, Excel and Power Point.

Personal Details

Date of birth: 20th Mar, 1981

Languages known: English, Hindi and Punjabi

DECLARATION:

"I hereby declare that all the information given above is true to the best of my knowledge and belief".

Date:

Place: Noida

(REKHA VERMA)