



RESUME – NEETU SINGH

COMMUNICATION ADDRESS

Shreya Girls Hostel
Laxmi Nagar Delhi
Permanent Address : Anaj Mandi Hastinapur-250404 Meerut (UP)
Email: sneetu716@gmail.com
Mobile No. +91 8802997749/9953708724

PROFESSIONAL EXPERIENCE

6 Years experience in handling the Purchase, vendor management ,Inventory management and Commercial activities.

ACADEMIC QUALIFICATION

Qualification	Year	Board/University Affiliation	Institute
B Tech (Biotech)	2009-13	Uptu	MIET

CAREER HIGHLIGHTS

Company – Ramaply (Manufacturing Company)

Job Profile – Purchase Executive

Job Location – Nehru Place

Job Duration: 7th December 2020 to 22nd June 2022

Job Responsibilities :

- Making PO, RFQ and Reports as required.
- Follow up with vendor for timely delivery of the order
- Vendor Development
- Price negotiation with vendor
- Follow-up with Transporter
- IMS Review
- Quality analysis of raw material.
- Purchase raw material for our both plants .
- Cordination with inventory management team .
- Making comparison sheet for raw material and techno commercial .
- Follow-up with new vendor and existing vendor .
- Making PPT for our raw material like Laminates.

- Cordination with Sales Team .
- Making PR slip according to sale indent .
- Making Norms Specifications .
- Review of consumption report.
- Work on FMS sheet

Company –Printland Digital India Pvt Ltd

Job Profile –Purchasing Manager,Inventory Management ,Vendor Management

Job Location – Okhla

Job Duration: 19 Feb 2019 to 20 Sep 2020.

Job Responsibilities :

- Making PO, quotations and reports as required.
- Follow up with vendor for timely delivery of the order
- Handling inventory stock .
- Handling client’s enquiries regarding orders,products,costing and new product development repeat orders.
- Sending sales promotional offers to our existing and potential customers to generate enquiries time to time as per management decisions.
- To dispatch product samples to potential client’s,distributors,against sent quotation to them

Company : Gifts Curry

Job Profile : Purchasing executive,Assistance sales,Vendor management

Job Location : Jhandewalan

Job Duration: 15 March2016 to 24 Jan 2019

Job Responsibilities :

- Making PO, quotations and reports as required.
- Monitoring unpaid invoices against the cash analysis.
- Sending the queries to the client for purchasing the product
- Follow up with vendor for timely delivery of the order
- Processing supplier invoices and cheque requests as required.
- Reconciling till receipts to invoices raised by using.
- Handling the logistics for all the dispatches and negotiate price with the transporter.

TECHNICAL SKILLS

- Windows XP, Win-7.
- MS word, Excel, Power point ,ERP
- Use of Internet Service /Google Drive Work
- Tally 9,Account,vlookup,hlookup,pivot

PERSONAL DETAILS

Father's Name : Mr Suraj Pal Singh

Date of birth : 01/08/1990

Languages Known : English & Hindi

Marital Status : Unmarried

Nationality : Indian

Hobbies : Listening Music

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: Delhi

Neetu Singh