

DIVYA NISHKARSH SINGH

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Career Summary

- 2 years experience in Quality Spares International (Import/Export) as a purchase manager.
- 2 year and 3 months experience in DevX (Ahmedabad based Interior design and co-working space company)as a Purchase executive.
- Till now have done worth 70+Cr projects with DevX.
- 2 year experience in Fox tech mech engineers as a Purchase and operations executive.

For Purchase management

- Expertise in developing local vendors, reducing the cost of procurement of Interior design products and IT products.
- I have experience in dealing with interior products companies and IT products companies in India and abroad.(Welspun,Euronics,Dell,Featherlitefurniture,Windor,Kubik, Philips, Havells etc.
- Well versed with MS Office, Windows 2000 and Windows XP.
- Working knowledge of SAP.
- Working knowledge of Zoho.
- Working knowledge of Projectbase.
- Setting up the weekly, monthly, quarterly procurement plan.
- Planning and budgeting of purchase functions, involving cost estimation,
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

For Vendor Development

- 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.

For Stores Management

- Maintaining the stock of material without any variance by conducting stock verification and documentation.

- Implementing Standard Operating Procedures within the warehouse.

Educational Qualifications

- High school from UP board 2009
- Intermediat from UP board 2011
- Graduate in B.Arts From Kanpur University 2015.
- Appearing post graduation in M.Arts with Economics.

Language

- Hindi writing-Excellent
- Hindi speaking-Excellent
- Hindi reading-Excellent
- English writing-Excellent
- English reading-Excellent
- English speaking-Excellent

Personal Detail

NAME : Divya Nishkarsh Singh Somvanshi

D.O.B: 27-01-1995

Fathers Name: Late Pratipal Singh

Mothers Name: Smt.Sarla Singh

Permanent Add : Vill&Post Sathra Dist. Hardoi U.P 241001

Present Add : Surajpur Greater Noida 201306 UP

Thanks

Divya Nishkarsh Singh Somvanshi

