

## **Devendra P. Nakhwa**

Krishna Vihar Complex II, B-204, Behind Pentacostal Church, Palaspe, Panvel – 410 206.

Mob. No. 9821834512

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### ***Objective***

To work with a global brand to develop my own skills and career in the Industry.

### ***Education Qualification***

Appearing T.Y.B Com from Mumbai University.

### ***Employment History***

**Company : Super Fire Engineering Pvt. Ltd.**

**Duration : November 2009 to till date.**

**Designation : Purchase Assistant, Project Coordinator & Store Incharge.**

#### **Job Description for Purchase Department**

- Making the Purchase Order & Contractors Work Order.
- Track of Contractors Invoices, Site Challan with Project Engineering Suppliers Invoices.
- Purchase Invoices Track and Submission to A/C Dept. for Payment.
- New Order Registration & Making a New File.
- Order Status List Maintaining.
- Follow up the Materials Dispatch Status & Track.
- Floating the Enquiry for Quotation of all equipment's at least 3 Quotations required. Intertek with the venders for negotiating the rate.
- Attending Third Party Material Inspection.

#### **Job Description for Project Department**

- Daily co-ordination with Engineer & Daily IOM for engineers Expenses.
- Making the Offer for AMC & follow up for the existing and new AMC Client.
- Attending the complaint and maintain the long book.
- Tracing a File (Service Report, commissioning and Handing over report).

## **Job Description for Store Department**

- To receive the materials supplied by the vendor as per the purchase order placed by the Purchase Department.
- To check the materials thoroughly for quality, quantity, specification condition, condition etc.
- To categories the materials category wise and stock in the appropriate locations.
- To take appropriate action for care and preservation of the materials.
- Periodical stock verification and ensure correctness of stock at all times.
- To take safety measure for the safely by store house, materials and men working in store.
- To maintain all the documents up to data.

### **Worked with :**

**Company** : P. N. Writer.  
**Duration** : October 2007 to November 2009.  
**Designation** : Project Coordinator as a Team Leader

### **Description:**

- Handling Project.
- Giving training to the trainee.
- Maintaining Outward and Inward data in Excel.
- Doing Auditing.

### **Worked with :**

**Company** : Translit Eng & Co .  
**Duration** : August 2005 to September 2007.  
**Designation** : Office Assistant cum Computer Operator

### **Description:**

- Operating telephone.
- Typing General letters.
- Maintaining file and report.
- Preparing various quotation.
- Checking out the work in site and giving payment to the workers.

## **Personal Details**

Date of Birth : 28<sup>th</sup> August 1985  
Gender : Male  
Marital Status : Married  
Nationality : Indian  
Language Known : English, Marathi, Hindi  
Hobbies : Music, Playing, Traveling

Date .....

Place .....

( Devendra P. Nakhwa )