

RESUME

MRS. LOKNATH GOVIND PANIGRAHI

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Gokul Dham Nagari, Room No 8, Chawl No.6, Opp. Shree Colny, Chetan School, Hajimlang Road,
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OBJECTIVES:

A growth oriented management position to lead channel and distribution initiatives and to work in a professional and challenging environment where I could make the best use of the knowledge acquired so far and also to enhance my skills. Looking forward for an appropriate opportunity to pour my potential and dedicated efforts.

EDUCATION

- S.S.C. Examination in the year 2000 from (Orissa Board.)
- H.S.C. Examination in the year 2002 from (Orissa Board.)
- T.Y.B.com. Examination in the year 2005 from (Orissa Board.)

PROFESSIONAL QUALIFICATION

- Computer Proficiency - Knowledge in the use for operating MS Office (Word, Excel, PowerPoint), Outlook and Internet. Operating Tally ERP 9.
- Typing Speed 40+ wpm.

WORKING EXPERIENCE:

Presently Working as Purchase Executive And Sales Executive in Gautam Tube Corporation– Partnership Firm at South Mumbai dealing in Domestic of Ferrous and Non Ferrous Metal Firm Since November 2003 to till date

Job Profile:

- Over 13 years of experience in Procurement.
- I Have Looking Ferrous And Non Ferrous Metal
(M.S. Plate/Pipe/Round Rod/Hex Bar/Nut+Bolt,Pipe Fittings/Flanges Etc.. ,
S.S. Plate/Pipe/Round Rod/Hex Bar/Nut+Bolt,Pipe Fittings/Flanges Etc.. ,
Nickel Alloys Monel 400/500, Titanium Grade 2 & 5, Alloy 20, Inconnel 600/625/718/800/825,
Plate/Pipe/Round Rod/Hex Bar/Nut+Bolt,Pipe Fittings/Flanges Etc.. ,
Brass, Copper & Aluminium Plate/Pipe/Round Rod/Hex Bar/Nut+Bolt,Pipe Fittings/Flanges Etc.. ,).
- Consistent performer with a strong track record, positive attitude, with ability to handle assignments under high pressure.

- Responsibilities of Fully Computerized & ERP Procurement. Screening of Requisitions Prior to Forwarding for Procurement In-charge. Material Procurement Receipts, Physical Inspection, Stacking, Maintaining Minimum & Maximum Level of Critical & Fast Moving Items, Maintaining All Procurement Documents.
- Taking care of all IT accessories related purchases /software.
- Approval of purchase request and creation of PO in the SAP system.
- Co-ordination with Asset team for asset related procurement.
- Sending Enquiry & Quotation,
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Preparing Challans & Invoices,
- Follow up with transporters for delivering material to clients on time.
- Attending incoming phone calls,
- Salary issuance to employees,
- Data entry in tally.
- Follow up with clients for C-Form and Collection of Payments.

STRENGTHS

- Competencies: Clarity of purpose, Practical Clarity, Influencing Others, Self-Confident Integrity, Team Commitment & Learning from others.
- I am a strong believer of an action being better & pragmatic than an n number of plans made.
- I wish to prove myself a valuable asset to my organisation. My approach to my profession is with a high level of energy, integrity and work ethics. I believe in hard work and honesty for a long term association

GENERAL INFORMATION

Nationality:	Indian
Date of Birth:	21 st jul 1986
Female:	Male
Marital Status:	Married
Languages:	English, Hindi, Marathi, Orissa, Telugu,
HOBBIES:	Listening Music, watching TV, Travelling, Surfing, Shopping
Location Preference:	In North Mumbai
Expected Salary:	Negotiable
Availability:	15-30 Days

Loknath Govind Panigrahi