

Miss. Bhagyashree Vinayak Patil

Communication Address: D-2/3-3, Sect-01, Opposite of Vashi Plaza, Vashi, Navi Mumbai, Pin-400703

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Contact: 8446972267 / 7710984557

Objective: To secure a responsible career opportunity to fully utilize my knowledge, training and skills while making a significant contribution to the success of the company

A Brief Overview

- **BE & Diploma in Mechanical Engineering with total Five years experience in the field of procurement, material management & documentation.**
- **Presently Associated with M/s Valve-tech Industries Pvt Ltd as head of Purchase & Store department.**

Professional Qualification

- **BE in Mechanical** from N.Y.S.S.Datta Meghe College Of Engineering Airoli in June 2015 with First Class.
- **Diploma in Mechanical Engineering** from Government Polytechnic Pen, Maharashtra with First class in June 2012.

Professional Experience

- **Worked with M/s Ritech Hydraulics Pvt. Ltd as a Purchase engineer from Feb 2016 to Feb 2017.**
- **Presently Associated with M/s Valve-tech Industries as head of Purchase & Store department from May 2017 to till date.**

Responsibilities handling:-

- **Material Procurement:**
 - Review and checking of the various enquiries floated by purchase team against the specification delivered by design department.
 - Review purchasing agreements and identify price changes.
 - Creating/releasing the purchase requisition (PR).
 - Releasing Purchase order after negotiation with supplier within time.
 - Work with vendors to expedite delivery and resolving product issue.
 - Working on SAP module system for procurement related work.
 - Certify product document in receiving department in order to verify quantity and quality of shipment.
 - Review/preparation of weekly report of purchase department.
 - Develop cost comparison model
- **Material Management & documentation :**
 - Handling procurement documentation in order to maintain detailed records.
 - Review and checking of material stock reports and requirement of material.
 - Review of stock register & Documentation prepared by store team members.
 - Implement the inventory control.
 - Preparation of weekly report of all above mentioned activities.
- **Vendor bills certification**
 - Authorizing and processing the vendor's invoices as per PO terms and conditions.
 - Certifying and processing of invoices for further payment procedure.
 - Taking follow-up and updating to vendors regarding their payments.

Professional achievements & skills

❖ **Achievements:-**

- Initiated a tagging system for each material stacked inside store room. This results for better tracing of the material taken out from store.
- Successfully negotiated and finalized various purchased order of value approximately 35 Cr in the financial year 2020-21.
- Successfully handled the responsibility as head of Procurement & Store department during **API 6D & 600** audit certification from 2019 to 2021

❖ **Key Skills**

- Ability to manage and maintain good relationship with key suppliers
- Critical thinking to arrange purchases order and make necessary adjustments to fulfill the urgent requirement.
- Negotiation and conflict management
- Good knowledge of inventory control
- Ability to organize and manage multiple tasks & priorities

IT Skills and software's known

- ◆ **SAP module**
- ◆ **Well versed in ERP 3.6**
- ◆ **Excellent knowledge of MS-Office/Excel/Power Point**
- ◆ **Proficient in Autocad & Solid works.**

Personal Details

Date of Birth : 17/11/1993.

Gender : Female

Languages Known : English, Marathi & Hindi.

Hobby : Travelling to new places, listening songs

Present Address : D-2/3-3, Sect-01, Opposite of Vashi Plaza, Vashi, Navi Mumbai, Pin-400703

Permanent Address : At-Ramwadi (Sutarwadi), Tal Pen, Dist- Raigad, Maharashtra, Pin-402107.

Email : patilshree17@gmail.com

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:

Yours Sincerely

Place:

(Bhagyashree V. Patil)