


# ARTI AMOL JADHAV

E-mail  agarti883@gmail.com

 +91 9833887544  
+91 8600692038

## Postal Address:

Flat No. 710, 7th floor, I - Wing,  
Jasmine, Golden Sunrise,  
Lodha Crown Taloja, Khoni Village,  
Taloja MIDC road, Dombivali (East),  
Maharashtra - 421204.

## Objective

To be associated with a firm, this provides career development opportunities and contributes in its progress through my knowledge and skill.

## Educational Qualifications

Completed T.Y.B. Com from SNTD University

Completed HSC from Mumbai University with first class.

Completed SSC from Mumbai University with first class.

## Professional Qualifications

1. Completed Certificate course in Hardware and Networking from Jetking Panvel.
2. Typing course in English with 30 WPM speed.

## ➤ Employment History:

**1. DEV INFOTECH PVT LTD:** was working as a Computer Operator in 2011 for 1years.

- Data Entry
- Data Backup

**2. SHAH CERAMICSHOP:** was working as a Billing assistant in 2012 for 1 year and 6 months.

- Make Quotation
- Make Bills
- Material updates in Tally (Purchase and Sales)
- Communicate with Customer
- Maintain Office

**3. ALUMAYER INDIA PVT LTD.:** was working as Admin Assistant from Sept 2013 for 6 months and then migrated to Purchase Assistant from April 2014 to May 2016.

### **A) Admin Assistant**

- Communication on calls
- Attendance
- Maintain Excel sheets
- Renew AMC's
- Phone, Mobile, Data cards and Electricity Bills Payment

### **B) Purchase Assistant**

- Communicate with Suppliers
- Making PO in tally
- Vendor follow up
- Process Purchase Bills
- Develop New Vendor
- Maintain Excel sheets.

**4. RADIUM CREATION PVT LTD.:** was working as Purchase Executive from June 2016 to June 2018.

- Making Bill of Material (BOM)
- Coordinate with Merchandiser, Purchase Head, Export Department, Production department
- Maintain Excel statement.

**5. NITYANAND INFRASTRUCTURE LIMITED:** was working as Senior Purchase executive from Dec 2018 to Apr 2020. (Job lost because of Covid – 19)

- Making Purchase Order
- Develop new vendor
- Price negotiation
- Follow up with supplier for material
- Coordinates with account department for vendor payment

6. **PREMIA FOOD ADDITIVES PVT. LTD.:** Currently working as Executive from Jan 2021 to till date.

- Making Labels
- Making GRN
- Maintain Sales Sheet
- Filing Documents
- Maintain Registers (Inward/Vehicle)
- Making Purchase Order
- Follow up for payment through Emails

## ***PERSONAL PROFILE***

---

▪ <b>Name</b>	ARTI AMOL JADHAV
▪ <b>Date of Birth</b>	13 <sup>th</sup> JUNE 1992
▪ <b>Languages known</b>	Marathi, Hindi, English,

**Place: Navi Mumbai.**

**Arti Amol Jadhav.**