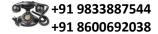
ARTI AMOL JADHAV

E-mail <u>Magarti883@gmail.com</u>



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 SNDT 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 1 years.
 - Data Entry
 - Data Backup
- 2. SHAH CERAMICSSHOP: 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

■ Name	ARTI AMOL JADHAV
■ Date of Birth	13 th JUNE 1992
 Languages known 	Marathi, Hindi, English,

Place: Navi Mumbai.

Arti Amol Jadhav.