

MANISHA TRUSHAL PANCHAL

B-30, AMARNATH TENAMENT,
OPP. ANJALI SCHOOL,
NEAR SURELIYA ESTATE,
RABARI COLONY, VASTRAL
AHMEDABAD

MO:- 738324148

E-mail : dollyyadav8894@gmail.com

[Purchase Department]

CAREER OBJECTIVE

To utilize my education & experience, with a self-motivated and positive approach within an organization that will help my professional and personal skills.

Willing to give best efforts to the realization of goals at specified targets

PERSONAL DETAILS

Name : Manisha Trushal Panchal

Date of Birth : 08 - 08 -1994

Qualities : Hard working and good communication.

Hobbies : Meet to people, Music & Travelling,

Marital Status : Married

Languages Know : English, Hindi, and Gujarati

EDUCATIONAL DETAILS

EDUCATION

EXAMINATION	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
S.S.C	G.S.E.B	2009	58%
H.S.C	G.H.S.E.B	2011	72%
B.COM	Gujarat University	2014	68%

PERSONAL STRENGTHS

- Quick learner
- Hard working
- Self-motivated
- Good human relations
- Good interpersonal skills

WORK EXPERIENCE

- I've Work for 1.5 years as a Purchase Executive in VASAN EYE CARE HOSPITAL Ahmedabad.
- I've Work for 3 years as a Sr. Purchase Executive HCG MULTISPECIALITY HOSPITALS Ahmedabad.
- Current Working in Priti Medicare from Last 5 Month as a Sr. Business development Executive Ahmedabad.

Career Summary

- More than 4.5 years of experience in various facets of procuring materials from national and international markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programmes including training for vendors.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
- Working knowledge of SAP.

Key Skills

For Purchase management

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Purchasing machines with improved technology to increase production.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Inviting and allotting tenders.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.

For Vendor Development

- Effective management of vendor database.
- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.
- Running programmes to evaluate vendors based on the feedback from internal stakeholders.
- Developing reports on various programmes run for vendor development for top management.

For Stores Management

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to stores.

COMPUTER ANALYSIS

- M.S Office, CCC(BAOU), Tally 9.0 And Net Surfing.
- Knowledge of SAP(Purchase Order, MIS, Reports, GRN,).

DECLARATION

I hereby declare that all the details given above are true to the best of my knowledge and belief.

(Manisha Panchal)