

AI SWARYA CS

Lavanya, Kurattikadu P.O, Mannar, Kerala Pin: 689622
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PROFILE SUMMARY

Performance-driven and knowledgeable professional skilled at managing all daily purchasing operations, evaluating suppliers and negotiating prices. Possess excellent communication skills, well-developed leadership skills, and significant ability to work in a team and under pressure.

EXPERIENCE

AUGUST 2021 – AUGUST 2022

COMPANY TRAINEE (PURCHASE DEPT), ALUMINIUM INDUSTRIES LTD (SWITCH GEAR DIVISION), MANNAR

- ENGAGED IN PROCUREMENT OF RAW MATERIALS (BOTH ELECTRICAL AND MECHANICAL COMPONENTS) FOR MANUFACTURING 11KV PANELS FOR KSEB & 25 KV VACUUM INTERRUPTER AND BREAKERS FOR INDIAN RAILWAYS.
- MONITOR TO ISSUE THE INVOICE TO THE CLIENT FROM OUR SIDE ONCE AFTER DISPATCH OF THE FINAL PRODUCT TO THE SITE.
- PROCESSING TASKS LIKE MAIL SORTING, DATA ENTRY, AND SCANNING.
- TRAINED IN ENTERPRISE RESOURCE PLANNING SYSTEM.
- ASSISTED ISO AUDITING ENSURING ALL THE REQUIREMENTS WERE SATISFIED WITH THE TERMS.
- DEPARTMENTAL FUNCTIONS LIKE PURCHASE ORDER PREPARATION, RAW MATERIAL FOLLOW UP AND ACCOUNT SETTLEMENTS OF SUPPLIERS.
- PERFORMS DATA ENTRY OF IMPORTANT MATERIALS FROM SOURCE DOCUMENTS TO COMPUTER DATABASE.
- RESPONSIBLE FOR RECEIVING AND DISTRIBUTING INCOMING MAILS.
- ENSURES COMPLETENESS AND ACCURACY OF DATA.
- PERFORMS CLERICAL DUTIES ESPECIALLY IN DATA ENTRY FUNCTION.

EDUCATION

SEPTEMBER 2019

MBA (HR), MS UNIVERSITY, THIRUNELVELI

Project : ROLE OF HR IN QUALITY MANAGEMENT

Period Time : 2018 December 01 - 31

Company : Travancore Sugar and Chemicals Ltd.,Thiruvalla

Description : Human Resource Management gives employees the skills they need to be great TQM sensors. This includes clear communication, parsing constructive criticism and feedback from interactions with people of different cultures and backgrounds, overall better productivity and strategic planning.

JUNE 2017

BSC Zoology, DB PAMBA COLLEGE, PATHANAMTHITTA

Project : TO COMPARE AND ANALYSIS QUALITY OF WATER IN 3 ADJACENT RIVERS

Description : In this project we can found that in pampa river show high amount of E.coli. and high amount of BOD and low amount of DO. This is due to high amount of swewage, agriculture, plastics waste.

JUNE 2014

HIGHER SECONDARY EDUCATION, NAIR SAMAJAM, MANNAR

MAY 2012

10TH NAIR SAMAJAM GHSS, MANNAR

CERTIFICATIONS

- Two day international seminar on bio-diversity conservation and disaster management.
- Fundamentals of MS Office.

SKILLS

- Knowledge of MS Operating systems, MS Office, ERP and CRM
- Presentations of ideas on verbal, digital and written mediums.
- Successful negotiations with suppliers and vendors.
- Accurate documentation for Transport, procurement planning, material supply and material return.
- Ensured customer satisfaction.
- Finished work assigned before deadline and
- kept a good morale with superiors. Properly managed time for office works and supplier meetings.
- Was able to solve many problems encountered while Procurement, Transportation and supply

PERSONAL PROFILE

Permanent address : Lavanya ,Kurattikadu P.O,
Mannar, Alappuzha, Kerala
Date of Birth : 02 MAY 1996
Nationality : Indian.
Marital Status : Single.
Languages Known : English, Hindi, Tamil and Malayalam

DECLARATION:

I hereby declare that the above furnished particulars are true to the best of my knowledge and belief.

(Aiswarya CS)