**CURRICULUM VITAE**

***RANJEETA DUBEY***

***(Puchase Executive)***

***SASTRI NAGAR JWALAPUR***

***DISTT- HARIDWAR***

***Email-*** [***ranjeetadubey888@gmail.com***](mailto:ranjeetadubey888@gmail.com)

***Ph no- 9837310946***

***Organizational Experience:***

**Total experience : 4 year 6 month**

1. **From aug 2014 to till :**Kwality poly Thread Pvt ltd Sidcul Haridwar.

CTC : 2.04 lacs/ anum

***Designation:*** Executive

***Department***  : Purchase

***Company profile:***

The company was established in 2004 and started its commercial production in 2006 at Haridwar. The company is engaged in make Thread and dye in all shads. The company dispatchesme trial to Head office.

***Responsibility:***

* Material planning as per Quarterly Procurement Plan.
* Update per day Purchase of Maintenance, Packing & Consumable Items Records.
* Receive all Requisition from each department and follow them.
* Require Quotation from Parties of All Required Items.
* Procurement Planning And coordination.
* Make Comparison Chart Between Any 2-3 Parties.
* After quotation authorization by GM operation, make purchase order which will depend on items that it is continuously purchase, monthly purchase or one time purchase.
* Updated per day Stock of All Consumable Items.
* Prepare total MIS reports of RM like schedule v/s supply , stock statement report , schedule v/s dispatch , per day in house production , issue to production RM from store , and how much finish good material is available in company .
* Inventory report, WIP report and store Reconciliation updated monthly.
* Monthly review consumable and RM stock valuation of each month.
* Made RGP /NRGP gate pass for job work and returnable item.
* Review monthly none moving and slow moving items.
* Prepare monthly procurement plane for material will purchase in current month and send to parties.
* Other assignment as given by GM operation.

1. From Aug 2013 to Aug 2014 : M&M Machine craft pvt. Ltd.

(AN ISO/TS 16949-2009 Certified company)

***Designation***: Assistant

***Department*** : Purchase &Store

***Company profile:***

The company was established in 1998 and started its commercial production in 1989. The company is engaged in manufacturing of aluminum die casting components like break leaver brackets ,Covers of engines of two wheelers industries and precision tubular and bride bar turned components for shock absorber and front industries. The company acquired prestigious customer like Mujal showa pvt. Ltd . , Avanti bufa hero moto crop pvt. Ltd.

***Responsibility*:**

1. UpdateStock schedule.
2. Bill entry.
3. Material receipt note.
4. Specific purchase order.
5. Maintains all MIS reports.

Key **Skills :**

* 1. **Incoming material inspections as per p.o**
  2. **Selection of vendor as required material**

***Academicqualification:***

* Bachelor of Sciencefrom chinmaya degree collage shivalik nagar ranipur Hardwar affiliated to HNB gharwal of Srinagar.
* Intermediate (10+2) from governments girls inter collage jwalapur Hardwaraffiliated to u.k. board with second division.
* High school 10th from government girls inter collage jwalapur inter collage Hardwaraffiliated to uk board with second division.
* ***Computer qualification:***
* Package:, ERP oracle, Tally 9.1, 6.3, MS office tools.
* One year computer course from APVC computer center (Ranipur more Hardwar)
* OS Environment MS windows XP, window 7 vista.

***Personal particulars :***

Father’s Name : shri. Rishipal

Nationality : Indian

Language : Hindi & English

DOB : 12-july-1993

Marits status : Unmarried

I hereby declared that all the information furnished above is true to best of my knowledge.

Place:

HARIDWAR(Ranjeeta)