

Jaya Mulani

Present Address:

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CARRER OBJECTIVE

Experienced Senior Purchasing Executive seeking employment with reputable organization where my skills and training can be a positive contribution to company.

KEY SKILLS

- Discovers profitable suppliers, finds quality goods under his/her category at an acceptable price
- Good communication skills.
- Negotiation skills.
- Ability to manage and maintain good relationships with vendors.
- Good listener and keen observer.
- Multi-tasking skills.

WORKING EXPERIENCE

Working Experience with K.B. Polychem India Ltd. From May 2018 to December 2022

Worked as Senior Purchase Executive

It is India's leading manufacturer & supplier of Release Agent for Polyurethane and operates in segments of footwear, Industrial paints, Inks, Stickers, Flexible and Rigid foam.

Job Profile:

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national market.

- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- 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.
- Effective management of vendor database.
- Development of new vendors.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments and handling vendor inquires.

Working Experience with Oswal Printers and Publishers Pvt. Ltd. From January 2016 to April 2018

Worked as an Editor

It is India's leading publishing sector of various textbooks, guide books, model papers and Last year Solved papers of various boards like CBSE, ISC, ICSE, HP, Maharashtra and Kerala Board from class IX to XII.

Job Profile:

- To edit the content of subject Mathematics.
- To coordinate with authors and teachers.
- To plan about new projects.
- To come up with new ideas about project.
- To complete the project till the deadline in order to ensure the profit of the company.

EDUCATIONAL QUALIFICATIONS

- Completed Masters of Business Administration from Dayalbagh Educational Institute Agra, in year 2020, with 8.7 CGPA.
- Completed Masters of science from Dayalbagh Educational Institute Agra, in year 2016, with 9.6 CGPA.
- Completed Bachelors of science from Dayalbagh Educational Institute Agra, in year 2016, with 7.88 CGPA.
- Completed Intermediate from UP Board Agra, in year 2016, with 76.67%.
- Completed High school from UP Board Agra, in year 2016, with 68%.

EXTRACURRICULAR ACTIVITIES

- Participated in Hindi Drama competition in college.
- Participated in NSS camp in Dayalbagh Educational Institute.
- Participated in 7-day workshop of 'C' language.

HOBBIES

- Listening music.
- Dancing.

PERSONAL PROFILE

Father's Name	Mr. Lokchand Mulani
Date of Birth	18 Nov 1993
Gender	Female
Nationality	Indian
Marital Status	Married
Languages known	English, Hindi, Sindhi

Declaration

I hereby declare that information above is correct and true.

Date -

Jaya Mulani