

# Sharon. J. Misquitta

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*Position of interest:*

## *Senior Purchase Manager*

- I am offering 15 years of experience in purchasing of engineering goods required for manufacturing of Pharmaceuticals and Chemical Equipment's from India and Overseas.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Experienced with implementing systems of inventory management to avoid over-stocking/wastage or shortage of material.

### **Professional Experience:**

- *M/s. A.S Moloobhoy Pvt. Ltd., Mumbai (Aug 2022 till date)*

**Post:** Purchase Manager

### **Job Description:**

- Follow-up with OEM for order processed till material reach to warehouse
- Floating Inquiry to OEM & Local vendors for budgetary quote.
- Coordination with Logistics & Sales Department.

### **Professional Experience continued:**

- *M/s. Amar Equipment's Pvt Ltd, Mumbai (July 2007 to Aug 2022)*

**Post:** Senior Purchase Executive

**Company Profile:** Manufacturer of High Pr. Autoclaves, Magnetic Drives, Fixed Bed Tubular Reactor, Automated Pilot Plants, Heating & Cooling Baths, Micro Reactor etc.

**Commodity Procured:** Raw-material required for manufacturing autoclave/ Reactors/ filter and other Equipment's, Pumps, Motors, Pr. Gauge, Pr. Sensors, Bushes, Controllers, Indicators, Butterfly valve, Magnets, AC Drives, Glass vessels, Packing Material, Hardware Items Etc.

### **Job Description:**

- Taking orders directly from Two Director's & General Mangers/Planning procurement engineer and reporting them on day to day basis.
- Receiving Requisition from stores for replenishment of stock as per minimum level requirement.
- Working as B.O.M received against Particular Job/project and completing the same before dead line.

- Coordinating with the quality department for rejection, with store department for preparing GRN & updating the same in pending list of orders and the same time clearing the invoices for payments.
- Developing alternate vendor or new vendor preferably ISO certified as per our requirement and need. Follow-up for quotation & ordered material.
- Preparing documents for ISO Audit i.e. List of qualified supplier, vendor Qualification form with vendor ISO certificate, Re-valuation form, Vendors Rating, Price Negotiation chart, Top Ten supplier chart.
- Handling Imports i.e. Getting weight & no of package from vendor, sending enquiries to logistics, freight forwarder or courier, Comparing rates, getting notary done for HSS agreement, preparing import documents with duly signed & stamped.

**Professional Experience continued:**

- **M/s. Art India**, Mumbai (May 2006 to July 2006)

**Post:** Receptionist for 3 months

**Job Description:** Receiving & Transferring calls to concern persons, Handling couriers and dispatching to respective person, Maintenance of Inventory Register.

- **M/s. Sumedha Systems**, Mumbai (July 2006 to July 2007)

**Post:** Sales Executive for 1 Year

**Job Description:** Preparing Quotation, Performa invoices, proper feedback to respective persons for Quotation, Handling effectively customer complaint & enquiries. Arranging skilled staff at various customer sites.

**EDUCATIONAL QUALIFICATION**

- S.S.C from St. Joseph's High School in 2004
- H.S.C from St. Xavier's Jr. College in 2006
- T.Y. B com from Mumbai University in 2015

**COMPUTER PROFICIENCY:**

- MS – CIT (Basic Knowledge of Computer)
- Microsoft Office, Excel, PowerPoint, Internet.
- Diploma in Accounting (Tally)
- ERP Software ver.10