**CURRICULAM VITAE**

**Anita Pande**

Mobile No : 9960524423/ 9579210440

Email Id : anitap102@gmail.com

12+ Years of experience as Purchase Assistance seeks employment in reputed organization.

**CARRER OBJECTIVE** : To work in a dynamic & reputed organization which can utilize the inherent talent of the incumbent to the maximum. I look forward to join a growing organization where I can put in my share of contribution into its growth, resulting in a relationship of mutual benefits. To retain an aptitude for learning and perseverance in application excellence, to contribute in a commendable manner towards the organization’s mission.

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**CAREER SUMMARY**

Worked in a dynamic & reputed organization where I utilized the inherent talent of the incumbent to the maximum. A challenging, diverse and dynamic job with freedom and corresponding work responsibility. I look forward to join a growing organization where I can put in my share of contribution into its growth, resulting in a relationship of mutual benefits.

 Over 12 years of extensive experience as Purchase Assistance to contribute in commendable manner towards organization’s mission in a dynamic & reputed organization.

 Attained proficiency in back office work through learning and perseverance in application excellence.

 Customer Relationship Management for a high satisfaction Index

 Successful ramp up of assignments while working in close co-ordination and ensuring effective service deliverable.

 Effective communicator with good communication skills.

**Working With – KOOL HOMES –** One of the leading developer in Pune - As a **Purchase Assistance .** from 10th Dec 2008 till date.

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**Job Responsibilities: Purchase Assistance**

**Purchase:**

Maintaining records of requisitions received from site .

.Dealing with various vendors for require material as per requisition received from site.

Dealing with various suppliers for quotation and comparing the same with rate and specifications.

Taking aproval of the final rates and placing the orders

Follow up with vendor for dispatch of Material.

Cordinate with site engineer regarding material received as per purchase order

Reconciliation of material against the stock received from site.

**Bills**

Checking the bills as per GRN and Purchase Order.

Maintaining the payment schedule of each contractor.

Checking the contractor bills as per payment schedule.

 For Final payment of contractor checking the ledger statement.

**EDUCATIONAL QUALIFICATION :**

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| Year Of Passing | Course | School and College | | Board /University | Percentage |
| 2008 | M.Com. | Abeda Inamdar Senior college for Arts, Science &Commerce Pune 411001 | Pune University | | Higher2ndclass    59% |
| 2006 | B.Com. | Abeda Inamdar Senior college for  Arts, Science &Commerce Pune 411001 | | Pune University | 2nd Class 54% |
| 2003 | H.S.C. | B. T. shahni Navin Hind High School. & Jr.College. Pune 411001 | | Maharashtra Board | 1st Class 60% |
| 2001 | S.S.C. | B. T. shahni Navin Hind High School.& Jr.College. Pune 411040 | | Maharashtra Board | 1st Class 71% |

**PERSONAL INFORMATION**

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**Date of Birth** : 10th April ’ 1985

**Marital Status** : Single

**Address** : 10 East Street Camp Pune -411001.

**Hobbies** : Listening Music, Reading.

**Languages**: English, Hindi & Marathi

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**Signature**