Mrs. Dhiraj Tharwani

🖂**E-Mail:** **dhirajtharwani4@gmail.com** Address : 705, Emerald Wing,

**Mobile :** 7066540503(M), Yogi Dham,

 Opp. New Era Building,

 Kalyan - 421301.

**Carrier Objective**:

To become a sophisticated individual in a challenging environment that provides opportunities to prove and enhance my skills as a successful leader in an organization.

**Supporting Information:**

* Good communication and interpersonal skills.
* Bright, Organized, energetic and dependable
* Good with numbers
* Proficient in MS Office
* Ability to work in a team and manage it with the managerial skills
* Knowledge of Power Point Presentations
* Able to prioritise workload and manage several projects any at one time

**Academic Qualification:**

BMS Graduate from CHM College

**Currently Working : Tharwani Realty**

Joined on 10th February, 2019 – Till Today

Joined as **Purchase Executive**

Responsible for managing and maintaining stock requirements in line with budgets and seasonal demands.

**Description of Purchase Executive:**

* Controlling 4 sites all purchases and making Reports of purchases
* Manual and excel ledger entries
* Orders Follow up
* Taking quotation from the suppliers & Contractors
* Steel Reports
* Sourcing new suppliers and finding out what they have to offer.
* Making Purchase Orders
* Placing orders and monitoring delivery dates.
* Work orders of Labour Contractor
* Handling Bills working (Like Attaching Challans, Excel reports and Purchase orders)
* Fillings and report reconciliation at the end of the month

### Personal Information:

### DOB : 12th December, 1996

### Gender : Male

### Nationality : Indian

### Religion : Hindu

* Status : Single