

Curriculum Vitae

Vandana Ramani

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Objective: Looking for a management position in operations.

Professional Work Experience (Thirteen Years Nine Months):

June 2015 to Till Date:

Working as a **Purchase Manager** with **Moon Industries**, Jaipur for last five years. **Moon Industries** is a leading manufacturer and exporter of Handmade Paper Products and Garments.

Job Profile:

- Managing daily purchase activities, supervising staff and allocating tasks.
- Build and maintain relationships with suppliers and vendors.
- Sourcing potential suppliers, negotiating prices, timelines, etc.
- Managing supplier's database, purchase records and related documents.
- Coordinating with inventory control, stock updates and managing inventory needs.
- Managing bills verification and submission to accounts department.

March 2012 to May2015:

I worked as a **Store Incharge (Accessories)** with **Gupta Fabtex Pvt Ltd** ,Jaipur for three years and three months. **Gupta Fabtex** is a leading manufacturer and exporter of Home Furnishing & Garments.

Job Profile:

- Coordination with staff members, vendors and buyers.
- Stock updating of store accessories (packing material, stationary management and machinery parts).
- Managing all reports related to accessories store.
- Managing team of 8 staff members of accessories store.
- Managing reports for Grey Fabric, Garment Production, Home Furnishing Production, Both Rejection and Daily Costing, Profit-Loss, Inward-Outwards.

- Managing attendance & salaries of daily wages and piece rate workers for both Garment & Home Furnishing.
- Vendor's bills verification and submission to accounts department.

July 2008 to January 2012:

During this period I worked as a **Senior Coordinator (Operations)** with **Invest India Micro Pension Services (IIMPS) Pvt. Ltd**, Jaipur for three year and seven months. I had been part of implementing a state government project called "**Vishwakarma Pension Yojana**" for low income unorganized sector workers which has been migrated into **Swavlamban Scheme**.

Additionally, I had been coordinating our flagship Micro Pension scheme with UTI on the part of stationery and passbooks of the Micro Pension scheme members across the country for various partners of IIMPS.

Job Profile:

- Relationship Management between IIMPS, Service Delivery Partners (SDPs) across Rajasthan state and Labour dept., Govt. of Rajasthan.
- Managing the reconciliation of member contributions, data base & MIS of the Vishwakarma scheme and passbook process of Micro Pension scheme.
- Managing a team of 10 staff for back office coordination.
- Managing Vishwakarma member's contribution and depositing same into the treasury department of the Rajasthan Government.
- Organizing membership campaigns, workshops and training programs for SDPs.
- Office Administration and support in terms of staff recruitments, reporting, work performance, staff and office bills verification and submission to accounts department, internal audit support, travel & accommodation arrangements for guests at office guest house and at outstation, stationery management.

Achievements:

- Organized successfully 13 camps and 8 training programmes for SDPs.
- Successful maintenance of the database with 51000 members of the Vishwakarma scheme on the website.
- CEO award for 'Young achiever of the year 2010'.

August 2006 to June 2008:

During this period I worked with a firm named '**Solution Point**' – the one stop answer for insurance problems. Solution Point is working with all the insurance companies like Reliance GIC Ltd., National Insurance Co. Ltd, Bajaj Allianz GIC Ltd. and ICICI Lombard GIC Ltd.

Job Profile:

- Responsible for MIS on daily insurance performance to Insurance companies.
- Recruitment & training of new agents.
- Cash remittances with Banks & Preparation of reports.

Major Achievements:

- Appreciated by Solution Point for achieving the good premium in a small period.

Educational Qualification:

- PGDOM (**Post Graduate Diploma in Operations Management**) from IGNOU, Jaipur in 2010.
- Bachelor of Commerce from IGNOU, Jaipur in 2007.

Computer Proficiency:

- Packages like MS Office – Word, Excel, PowerPoint, Internet
- Operating System like Windows XP 2000

Personal Details:

Date of Birth: February 27, 1985
Sex: Female
Marital Status: Single
Father's Name: Shri Devi Das Ramani
Mother's Name: Mrs. Hemlata Ramani
Language: Hindi, English
Nationality: Indian

Date:

Place:

(Vandana Ramani)