**SHEFALI PURI**

 **(Mobile):** +91**-**9811588060

 **Email:** Shefalipuri1981@gmail.com

**CAREER OBJECTIVE**

My Strengths are my ability to convince, leadership quality, temperament to succeed and patience to keep on trying and put efforts till accomplishment of the assigned task.

I intend to carry a long-term, progressive position with an Organization where my professional experience of 16 years, education, and abilities would be advantageous to the growth of my employer and myself and my present skills can be expanded upon professional growth.

**CORE COMPETENCIES**

~ Procurement / Sourcing ~ MIS Reporting & Documentation ~Techno-commercial Operations

~ Vendor Development ~ Budgeting & Cost Control ~ Inventory Management

~ Inventory Control ~ Team Building & Leadership

**ACADEMIC CREDENTIALS**

* **10th passed from CBSE Board.**
* **12tn Passed from CBSE Board.**
* **Graduated** **in** **B.A from Delhi** **University.**

**CERTIFICATIONS**

* One Year diploma in Computer from NIIT.
* Proficiency in working with MS Excel, MS Word & PowerPoint.
* Proficient in ERP.

**PRESENTLY WORKING**

***Organization***

***M/s Mehra Metal Components Pvt.Ltd.(Unit II)***

***Company Profile:***

 Mehra Metal Components is one of the most successful & Leading ISO- 2004 Company. We are specialist in Seat Lock Latch Assemblies and Fuel Tank Caps. Our major customers are Bajaj, Suzuki, Yamaha, Honda& Hero Motors. We are also manufacturing Door Lock Covers for Dorset.

**Duration :** Since February 2018

**Designation :**  Manager Purchase

***Job Profile:***

* Overall handling Direct & Indirect purchase with the team of 12 people.
* Responsible to make Purchase Planning according to customer schedules for All Commodities ex RM, Job Work, BOP & Packing.
* Responsible to make Purchase Budget as per Planning of Purchase for all commodities and share with management to make purchase targets.
* For cost Reduction, introduce new suppliers and negotiate with previous suppliers on settled cost as per market scenario to achieve cost savings plans.
* Coordinate with suppliers and Quality team to sort out customer Quality Issues.
* Develop new source for new parts and cost saving purpose , when the need arises.
* Familiarized in preparing monthly presentation slides, graphs, and various types of MIS for MRM.

**PREVIOUS EXPEREINCE**

***Organization***

***M/s P.P. Rolling Mills Mfg. Co. Pvt. Ltd.***

***Company Profile:***

**P.P. Rolling Mills Company** is a well established in one of the well-known Rolling Mills (ISO 9001-2008 certified by TUV), Manufacturers & exporters of Rolling Mills, Hot Rolling Mill, TMT Bar, Steel Rolling Mill, Gear Box design, Cold Rolling, Gear Reduction etc.

**Duration :**  September ’11 to January ‘18

**Designation :**  AM Purchase

***Job Profile:***

* Responsible for Commodities IT, General ,Consumables , BOP’s & Hardware’s Procurement.
* Responsible for Planning and Procurement of BOP’s as per requirements of customers schedules.
* Introducing New Suppliers for existing parts for Cost Savings and new developments as per requirements.
* Negotiation & Finalization the cost with suppliers for new developed Parts according to Market Scenario.
* Collecting the quotations from various suppliers and making Cost Comparison Chart for final price approval from higher management.
* Making P.O’s along with Rate Contracts as per settled Terms & Conditions with Supplier
* Coordinate with Suppliers for on time delivery.
* Attending Daily Production Meeting with Plant Persons to avoid shortages and line stoppage.
* Responsible to make All MIS & correspondence Data sheets related to purchase department.
* Preparing Monthly MIS related to Purchase.
* Making Inventory Control through KANBAN System.
* Coordinate with accounts department for supplier’s payments.
* Handling all assistance work of GM Purchase.

***Organization***

***M/s Imperial Auto Industries Ltd.***

***Company Profile :***

Imperial Auto Industries is one of the most successful & Leading ISO/TS 16949 2002 IAI is pioneer in Hose Assemblies; some of its major customer includes JCB, John Deer, GM, TATA Motors, Toyota etc. It has joint venture with Japanese Company. It has turnover is around 700 Crores.

**Duration** : September 07 to August ‘11

**Designation** : Officer Purchase

***Job Profile:***

* Responsible for Issuing timely Purchase Orders to Vendors and receive their confirmation.
* Responsible for Necessary follow up with suppliers for material to ensure on time production.
* Coordinate with suppliers for Negotiation and Cost Reduction.
* Responsible for P.O. Generation of Suppliers through ERP
* Responsible for Schedule Generation of Supplier through ERP.
* Responsible for Preparation of Purchase MIS & ITR.
* Coordinate with every department for collect the data of MRM for Plant Presentation.
* Releasing Vendor Ratings to all Suppliers on basis of Quality& Delivery.
* Participated in other activities ex. 5”S”, MRM, and ACMA.
* Assisted to Plant Head in his day to day activities.

***Organization***

***M/s Mehra Metal Components (P) Ltd.***

***Company Profile:***

M/S Mehra Metal Components Pvt. Ltd. is an ISO/TS 16949:2002 certified Sheet Metal Company. Some of Its Major customers are **Denso India Ltd., Minda Huff Ltd., Lucas TVS and Motherson Sumi System Pvt. Ltd.**It has turnover is around 500 crores..

**Duration** : February 04 to August ’07.

**Designation** : Assistant Purchase

***Job Profile:***

* Responsible for Data Entry Work at Backend.
* Responsible for Maintained filing system of purchase department.
* Assisted to General Manager in his day to day task.
* Assisted to Plant Head in his day to day activities
* Worked as an Incharge of “5” S
* Responsible for Issuing timely Purchase Orders to Vendors and receive their confirmation.
* Doing Necessary follow up with suppliers for material to ensure on time production.
* Coordinate with suppliers for Negotiation and Cost Reduction.
* Responsible for P.O. Generation of Suppliers through ERP
* Responsible for Schedule Generation of Supplier through ERP.

Worked with “**M/s Associated Home Appliances**” as a Office Coordinator from January2003 to January 2004

Worked with “**M/s BPL INDIA LTD**” as a Office Coordinator since November 1999 to October 2002.

**PERSONAL DETAILS**

**Date of Birth :** 3rd November 1981.

**Husband Name :** Mr. Vishal Puri

**Marital Status :** Married.

**Languages known**  **:** English, Hindi & Punjabi.

**Address :** H .No. 160 IInd Floor I. P. Colony Sec.31 Faridabad.

**Place: Faridabad Signature**

 **Shefali Puri**