

SHRADDHA HOLKAR

Purchase Engineer

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Nashik

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ABOUT ME

Detail oriented, reliable and knowledgeable individual with true passion for the job. To attain a challenging position in an organization where I can utilize my skill to full extent and contribute to the growth of the organization.

EDUCATION

Bachelor of Engineering
Mechanical

Savitribai Phule Pune University
2020 - 2023

Diploma in Mechanical Engineering
Maharashtra State Board of Technical
Education

2017 - 2020

SKILLS

Interpersonal skills
Analytical skills
Technical skills
Communication
SAP MM
Microsoft Excel
Power point

LANGUAGE

English
Marathi
Hindi

WORK EXPERIENCE

July 2023- Present
Nash Industries INDIA Pvt. Ltd , Pune

GET Purchase Engineer

- Ensure Material availability of Raw Material, Bought Out Parts, Consumables Material, Machine Spares Etc.
- Purchasing of raw Material for tool Room (D2 imp,D2 ind,HCHCR,OHNS,MS,EN8 Etc.)
- Supplier PO creation & sending for Approval.
- Tracking physical stock for consumables & Material follow up with supplier.
- To prepare monthly supplier KPI data & MIS report.
- To maintain all PO records & prepare schedule adherence report weekly basis.
- Able to create material code, standard purchase order, STO purchase order, framework purchase order & service purchase order

Feb 2022 - March 2022
Gold Sunrise Engineering PVT. LTD

Internship

During internship, I was acquainted with various aspects of mechanical

May 2019 - June 2019
Stramma Sumit, Nashik

Internship

Completed my 1 month internship and gained Engineering Knowledge