

Aarti Ramchandra Salaskar

Personal Data :

Date of Birth : 4th November,1997.
Gender : Female.
Marital Status : Married.
Nationality : Indian.
Address : R.No.12, Sandesh Niwas Chawl, Nr.
Gajanan Maharaj Mandir, New Manisha
Nagar, Beturkarpada, Kalyan (West)
Thane – 421301.
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Carrier Objective:

Seeking a responsible and challenging career with a reputed organization, which will best utilize and have my management skills and enhance my professional growth.

Personal appraisal:

Fast learner with good analyzing skills. Hard working, logical and analytical thinking, creativity, versatility, technical skills can make me suitable for any kind of work and environment.

Education :

- Appearing PGDM in Supply Chain from Welingkar Institute
- M.Com Passed from Mumbai University in 2021.
- T.Y.B.Com Passed from Vikas College of Arts, Commerce & Science in 2018.
- H.S.C. Passed from Vikas Jr. College in 2015 with 58.31%
- S.S.C. Passed from Vikas Jr. College in 2013 with 68.40%

Work Experience :

1) **Associate Officer KANSAI NEROLAC PAINTS LIMITED. From May 2022 to till date.**

Key Responsibilities:

- ❖ Creating PR on daily basis.
- ❖ After creation follow up for PR release.
- ❖ Share PRs to Purchase & follow up for converting into Pos on week basis.
- ❖ After converting into Pos follow up for release.
- ❖ Share details to bifurcate PO to complete the GRN.
- ❖ share details with MMcell to create material code as required.
- ❖ If error while creating PR, PO & GRN follow IT to solve error.
- ❖ Follow up for payment invoice related issues on daily basis.
- ❖ sharing ledger to brand Manager on daily basis.

- ❖ Sharing vendor wise PO details to Brand Manger as required.
- ❖ Creating advance payment & submit to account for payment as required.
- ❖ solving vendor queries regarding invoice & payment as required.
- ❖ Collecting Data for report on MAN on week basis submit on month end.
- ❖ Take GRN in the system on daily basis.
- ❖ Submitting invoices to accounts for payment on daily basis.
- ❖ sharing details to Depo & vendor on daily basis.
- ❖ Follow -up for payment with account on week basis.
- ❖ Follow depo to take GRN o daily basis.
- ❖ Providing detail to the vendor regarding their account.
- ❖ Providing details to the brand manager.
- ❖ Solving problems of the vendor.

2) Purchase cum Store Officer in S. D. Fine Chem. Ltd., (SDFCL HO.) From October-2021 to May 2022.

Key Responsibilities:

- ❖ Vendor negotiation on basis of new product buying as per market rates.
- ❖ Merchandise.
- ❖ Prepare & maintain Purchase orders and supply requisition with current vendors.
- ❖ Proper co-ordinate with the vendors & solve the all issues related with the pricing.
- ❖ Follow up with vendor for on time material receipt.
- ❖ Maintains detailed records and inventory lists of goods received.

3) Purchase Officer in Avenue Supper Mart Ltd (D.Mart HO.) From August-2018 to September-2021.

Key Responsibilities:

- ❖ SAP Analysis
- ❖ Merchandise
- ❖ Prepare purchase orders and supply requisition with vendors.
- ❖ Maintains detailed records and inventory lists of goods received.
- ❖ Maintain detailed order level files and fileserver.
- ❖ Work with and maintain accurate information on SAP.
- ❖ Enforce and monitors company guidelines to ensure compliance.
- ❖ Work with and communicate with all departments in a pleasant and positive manner.
- ❖ Adapt to the diverse needs of a small team and address internal and external requirements with flexibility and creativity.
- ❖ Perform other such tasks as needed and as requested by the Purchasing Manager.

Skills :

- ❖ **Soft skills:** Communication, critical thinking, attention to detail, multi-tasking,

knowledge in the fundamentals principles of inventory control, Must be flexible and able to adapt to change quickly, 2.9 years experience in a purchasing role, proven history of effective supply management.

- ❖ **Hard skills:** MS Excel, MS Word, SAP, Data Analysis, Create Purchase Orders, Maintaining Order Level in Excel Data, Sales Reports.

Languages :

Mother Tongue : Marathi
Fluent : Hindi , English

Interests and Activities :

Reading, Listening Music, Working, Cooking, Watching Movies

Declaration:

I hereby declare that the above information is true to best of my knowledge.

Date :
Place : Mumbai

(AARTI R. SALASKAR)