

SRISHTI SHUKLA

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Female, 26 years, Languages: Hindi, English

Nationality: Indian



Objective

I am seeking a position in an esteemed company where I can utilize my Management and Technical skills which will provide me with job satisfaction and self-development and help me to achieve organizational goals. I am a focused professional with an acute interest in the Market. I am often recognized for working competently under pressure and handling multiple tasks daily.

PROFESSIONAL EXPERIENCE

Relief Supplier Ltd, Delhi	Export Procurement Executive	11 months. (From March 23 to present)
Description	<ul style="list-style-type: none">Promotional Mail to Clients in Assigned Countries.Working on the requirements of clientsPurchase order and Quotation MakingSourcing 1000 products prices in 3-4 days.Hands-on experience in operations, projects, and applications. Client relationship.Sea and Air freight, shipping documents making	

Manarti Exports Delhi	Procurement Executive	12months. (From Nov 21 to Nov 22)
Description	<ul style="list-style-type: none">Engineering Graduate with Extensive knowledge of medical equipment across the domain.Handling UN Tender & GEM portal.Sourcing of the right products at a competitive price. Ensuring that marketing is effectively and efficiently supported with the product's price.Making a data bank of suppliers and promoting, responses whenever there is any requirement from the market.Day to Day-to-day affairs and all the responsibilities related to procurement.Follow up with the vendor for delivery of the material for various projectPre-sale management.Vendor development, management, and coordinationTeam spirit and leadership qualitiesSkilled in troubleshooting and problem resolution of medical equipment	

Dexa Care Private Limited, New Delhi		Procurement/ Tender Executive	9months. (From Feb 21 to Till Nov21)
Description	<ul style="list-style-type: none"> ● International Tenders ● Purchase order-making. ● Tax Invoice Making ● Expenses Making. ● Catalog & Quotation Making ● Product Sourcing. ● Client Handling ● Tender bidding 		

Labtron Medical Equipment, Noida		Product Specialist	18months. (From July 2019 to Jan21)
Description	<ul style="list-style-type: none"> ● Promotional Mail to Clients in Assigned Countries. ● Working on the requirements of clients ● Catalog & Quotation Making ● Generating revenue for the company. ● Hands-on experience in operations, projects, and applications. ● Client relationship. ● P&L Analysis 		

ACADEMIC BACKGROUND

Year	Qualification	Institution	Subjects
2019	B.TECH.	AKTU University	Biotechnology
2014	XII CBSE	CHGS School Varanasi	PBC
2012	X CBSE Board	CHGS School Varanasi	Science, Mathematics, English

ACADEMIC PROJECTS

Project 1	Project on “High-Performance Liquid Chromatographic method with fluorescence detection for Estimation of Thymoquinone in Nigella Sativa Extracts and Marketed Formulations” from CytoGen Research and Development Lucknow.
Project 2	Training on “microbiology techniques” under the supervision of DR. DEBABRATA DASH (Professor) Department of Biochemistry, Institute of Medical Science, Banaras Hindu University Varanasi.

AWARD & ACHIEVEMENTS

- Attended a Webinar on microbiologists in everybody organized by **Biocon Academy**.
- Awarded in the “**SSAR SANSTHAN**” **GK competition** by securing good grades sat National level in 2008& 2012.
- Award in “All India Environment Awareness Competition” convened by the JIMCORBET in 2009 at India level.
- Awarded 1st position in “Surya namaskar – yoga Shan competition” at Varanasi.
- Awarded “A” certificate in NCC in 2009.
- Awarded 1st position in the “Chulbuli Drawing Competition “organized by Clinic Plus at the District level.

EXTRACURRICULAR ACTIVITIES

- Certificates for participating in “SahityikAntakshari” and got second position.
- Attended training on ‘YOGA’ at Varanasi for 3 months.
- Attended training of “SCOUT and GUIDE” for 3 days.
- Attended training of “National Cadet Crops (NCC)” for 10 days.
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ADDITIONAL INFORMATION

- **Technical skills:** Basic knowledge of Computer, and MS Office (Excel, Power Point, Word, Outlook, etc.)
- **Hobbies:** Singing, Dancing, Playing Badminton, Interacting with people.
- **Key Skills:** Analytical skills, Leadership skills, Confidence, Consistent performer, player punctuality, Discipline and Positive attitude, Flexibility and Adaptability to work in any environment.

DECLARATION

I hereby declare that the statements made in this resume are true and correct to the best of my knowledge and belief.

Place:

Date:

(Srishti Shukla)