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MANJULA SHARMA

CAREER OBJECTIVE To be associated with an organization where there is opportunity to utilize my skill set and improve my knowledge at each step. Seeking a challenging and satisfying career with opportunities for professional growth advancement in organization. Where I can utilize my ability, aptitude and interest direct them towards the success of the organization.

COMPUTER SKIL Efficient in working with Auto Cad, Microsoft Excel and Microsoft Word.
Comfortable to work in PC environments.

EXPERIENCE

RENOWNED GROUP

June 2014 - Aug 2017

As Assistant Admin

- Maintain the MIS of flat bookings Details.
- Preparing the welcome letter and Builder Buyer Agreement. Maintain all records of customer interaction and transaction. Daily dispatch records & maintenance of docket records.

Alstone Industries PVT. LTD.

Nov 2022- Till date

As a Purchase Coordinator

- Make Purchase order.
- Maintained and developed vendor relations and communicated all purchasing questions and concerns.
- Accurately researched and created detailed purchasing reports such as vendor pricing analysis.
- Develop and execute supplier approval, produce selection, negotiation and product ordering strategies
- Monitor stock levels and initiate order as needed.
- Track orders and ensure timely delivery of purchased products

EDUCATION

3 year diploma in Architecture Assistantship from Meera

Bai Institute of Technology in 2013

10th from C.B.S.E. in 2008

12th from C.B.S.E. in 2010
B.A. from D.U. in 2014
M.A. from IGNOU 2016

KEY SKILL

Dedicated towards my work
Good communication skills
Hard working and passionate towards my work

HOBBIES

Reading Knowledgeable book
Listening soft music
Travelling
Sketching

PERSONAL DETAIL

NAME	:	MANJULA SHARMA
Husband's Name	:	Mr. Amit Kumar
Gender	:	Female
Marital Status	:	Married
Date of Birth	:	11 May 1993

Nationality	:	Indian
Language Known	:	Hindi and English
Religion	:	Hindu

Declaration :

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

PLACE: Delhi

DATE:

Manjula Sharma

