

MAMTA JAYWANT WAJE

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Objective

I would like to pursue my career in a work environment that will utilize, reinforce my skills and abilities for the benefit of organization. Acquire additional skills from recognized organization with dedicated and committed people.

Work Experience

1) Contract Purchase engineer, Hindustan petroleum corporation limited, Byculla (7th June-Till date)

Job Description:

- Monitoring of activities in the Gas reporting to GM projects with complete review of day-to-day progress.
- Preparation of various types of proposal, file note etc. Assisting in assimilating of all documents required for various proposals.
- Checking the documents and making the proposal, corresponding presentations. Keeping track of the proposal/file note etc. and doing necessary follow up for getting the same approval.
- Co-ordination with site team for PR to PO.
- Vendor Pre-qualification and evaluation, Tendering, negotiation and finalization.
- Taking weekly project progress report from site GA head.
- Tracking on monthly tender wise report, material report, CGD help desk report.

Project details:

- Geographical areas- Jind Sonipat, Uttar Pradesh-Uttarakhand, West Bengal

2) Purchase Executive, Indent Now (Asso. Time Technoplast Ltd), Andheri (3rd April 2019-5th June 2021)

Job Description:

- Responsible for handling independently purchase activities of Engineering goods, Raw materials, consumables, Factory Operating Supplies, Hydraulics & Pneumatics products, Electrical items, Safety Related (PPE) Items, Material Handling Items etc. within the given lead time.
- Handled local purchase activities for entire production Centre right from RFQ (request for quotations) to vendor payments. Ensure procurement of projects material cost effectively and within budgets as per schedule to ensure minimum raw material stock.
- release of machining Purchase Orders as per rate contract and also Planning, negotiating & getting the subcontracting activity done through outside suppliers as per requirements.
- Preparing Cost Comparison Sheets, Cost saving sheets for renegotiations and future planning.
- Preparing daily, weekly and monthly procurement reports.

- Development of Vendors, Vendor Rating based on Quantity, Quality and Price.
- Establishing Inventory Control and updating in systems. Fulfilling Dispatch related works.
- Vendor payment processing & payment follow up. Co-ordinate with Accounts Dept for the advance Payment.
- Good Knowledge of all commercial terms, taxes, purchase activities.

Project details:

- Time technoplast plants (Internal customers)
- External customers

3) Purchase Engineer, Hitek Engineering Services, Vile Parle (10th Aug 2018-30th March 2019)

Job Description:

- Floating Enquiries as per Technical Specifications, for all Electrical and Mechanical Products applicable for firefighting system of MEP works.
- Preparing Commercial and Technical Comparatives.
- Procurement Planning and Stock Monitoring.
- Raising Purchase Orders and Approval from higher authorities.
- Vendor Management and New Vendor Development.
- Follow up with Vendors for timely delivery of material to various sites across India.
- MIS Reporting for Projects status and Delivery Schedules.

Project details:

- ONGC-ANKHLESHWAR, ONGC-MEHSANA, SHK-MAHAD, BOKARO, RKEC-COCHIN

Professional / Academic Qualification

Degree	Year	College	University	Percentage
Masters in Supply chain Management	May 2022	Narsee Monjee Institute of Management Studies	Private Deemed University	Pursuing
B.E (Mechanical Engineering)	2015-2018	Terna College Of Engineering, Nerul	Mumbai University	CGPI-7.27
Diploma (Mechanical Engineering)	2012-2015	Government Polytechnic, Bandra	Autonomous	73.63
SSC	2012	I.E.S. Raja Shivaji Vidyalaya, Dadar	Maharashtra	81.64

Academic Project report

Four Way Tool Post

It is multipurpose four-way tool post on lathe aimed is to reduce effort of operator to clamp tool on tool post. It is vital step towards reducing the cycle time of each machine work. It increases versatility, productivity and accuracy of the operation.

Water pumping windmill

This project is a combination of Mechanical engineering and sustainable development in developing countries. The goal has been to build a windmill driven water pump and to design a small-scale irrigation. The purpose is to enable Agro forestry to demonstrate and spread knowledge about these technique to farmers in their region. The intension is that local farmers should be able to build their own windmills, and thus have running water in their farm.

Industrial and training skills

- Completed Industrial training at western railway, carriage repair workshop, Lower Parel (2016).
- Industrial visit to reliance thermal power plant, Dahanu (2017).
- Industrial visit to koyna hydro electric power plant, Satara (2017).

Computer skills and courses

- Knowledge of SOLIDWORK, ANSYS, AutoCAD, CREO, CNC programming, Autodesk fusion 360.
- Knowledge of MS office.
- Knowledge of ERP & SAP Software.

Awards, activity & certification

- Attended workshop on FINANCE OF ENGINEERS by Magic Institute of Excellence.
- Attended MATLAB programming workshop.
- Participated and won prizes in various drawing, painting competition and good handwriting.
- Certification of elementary and intermediate drawing examination held in year 2009 and 2010 with B grade.
- Completed courses and certification of SOLIDWORK, AUTOCAD, and CNC PROGRAMMING with A grade.

Personal details

- Date of birth : 31st Oct 1996.
- Hobbies : Playing badminton, reading.
- Marital status : Single
- Known language : English, Marathi, Hindi
- Skills : Time Management, Persistence, Relationship building, Negotiation
- Area of interest : Purchase, Quality, Design

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

Date:

Place: Mumbai.

(Mamta Jaywant Waje)