Neha Agarwal

Purchase Executive

neha.agarwal@example.com
+91 97XXX XXX08
Ahmedabad, Gujarat
linkedin.com/in/neha-agarwal-example

PERSONAL STATEMENT

Purchase executive with 4 years of experience buying raw materials, packaging and MRO items for chemical and engineering manufacturers. Works daily in SAP MM to raise PRs, POs and GRN follow-ups, compares quotations, negotiates with 80+ vendors and checks GST, HSN and payment terms before orders are released.

WORK EXPERIENCE

Purchase Executive · **Sabarmati Speciality Chemicals Pvt Ltd, Ahmedabad** Apr 2023 – Present

- Handle purchasing of packaging and MRO items worth about ₹11 crore a year, raising 250+ purchase orders a month in SAP MM (ME21N).
- Saved ₹48 lakh in FY 2024-25 through three-quote comparison, annual rate contracts with 6 key vendors and reverse auctions for HDPE drums.
- Developed 9 new local vendors for corrugated boxes and gaskets, cutting average lead time from 21 to 9 days.
- Check vendor GSTINs, HSN codes and tax rates on every PO and coordinate with accounts on MIRO mismatches, reducing invoice holds by 40%.

Purchase Assistant · **Navrang Engineering Works, Vatva GIDC, Ahmedabad** Jun 2021 – Mar 2023

- Prepared purchase orders and comparative statements for steel, fasteners and consumables in Tally Prime.
- Maintained a pending-PO and delivery follow-up tracker that cut production stoppages due to material shortage.
- Organised vendor registration documents including PAN, GST certificate, MSME registration and bank details.

EDUCATION

MBA in Operations and Supply Chain · **Gujarat Institute of Commerce and Management, Ahmedabad** 2019 – 2021
Grade: 7.6 CGPA

B.Com in Accounting · **Navgujarat Commerce College, Ahmedabad** 2016 – 2019
Grade: 74%

SKILLS

SAP MM (PR, PO, GRN, MIRO) · Tally Prime · Quotation comparison · Rate contracts · Vendor development · GST and HSN checks · Advanced Excel · Reverse auctions

CORE SKILLS

- Negotiation
- Cost reduction
- Vendor follow-up
- Documentation
- Coordination with stores and accounts

CERTIFICATIONS

NPTEL: Supply Chain Management · **NPTEL** Apr 2022

LANGUAGES

English · Professional · Hindi · Native · Gujarati · Fluent

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