

## CURRICULUM VITAE

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Seeking Managerial Assignments in Procurement & Logistics Management in a growth oriented organization.

**Professional Experience:** Gammon Engineers & Contractors Pvt. Ltd. (*erstwhile EPC Division of Gammon India Limited*)  
March 2004 – Till date

**Designation:** Assistant Manager - Purchase

### **Job Summary**

- Responsible for Procurement of Spares Parts & Tyre/Batteries of Construction Machineries, Hand & Heavy Tools & Lubricants.
- Negotiating & Maintaining Price Contracts of leading suppliers like Sandvik, JK Tyres, MRF, Exide, Indian Oil Corporation etc.
- Efforts made in New Vendor development to improve the value of supply chain.
- Efforts made to establish SMART Transportation. (Specific, Measurable, Attainable, Relevant and Timed)
- Well Conversant with usage of ERP /Xpedeon.
- Expertise in expediting deliveries to meet required delivery schedule.
- Co-ordinating with internal departments to ensure smooth flow of process.

### **Professional Qualification**

- Diploma in Materials Management from **Welingkar Institute of Management Development & Research, Mumbai** in Dec' 2007.
- Completed Diploma in Information Technology from **NIIT** in Sept' 2004.

### **Academic Credentials**

<b>Exam Passed</b>	<b>Board / University</b>	<b>Year Of Passing</b>
<b>B. Com</b>	Mumbai University	March,2003
<b>H.S.C.</b>	Maharashtra State Board	Feb, 2000
<b>S.S.C.</b>	Maharashtra State Board	March, 1998

### **Personal Details**

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Date of Birth : 25<sup>th</sup> April, 1982

Gender : Female

Nationality : Indian

Languages Known : English, Hindi and Marathi

Marital Status : Married

Hobbies : Reading

Date: 21/02/2024

Yours Faithfully,

Shweta P. Koyande