

# **CURRICULUM VITAE**

**MADHURI A. KADAM**

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## **CAREER OBJECTIVE**

Seeking challenging assignment in Material management & procurement with a growth-oriented organization. I understand that life is a continuous process of learning and growing. In combination with my strengths such as quick learning, analytical mind, self-confidence, optimism and team spirit, I strive to achieve leadership by acquiring requisite skills while making a worthwhile contribution to the organization I serve for.

## **KEY EXPERTISE**

- |                  |                       |
|------------------|-----------------------|
| ✓ VSME           | ✓ Kanban              |
| ✓ ERP Management | ✓ Material Management |

## **PROFILE AT A GLANCE**

- 1 years of Experience in Accounting & Procurement in automotive sector.
- 1 Year of Experience in Production .
- Currently working with Manas industries pvt ltd satara,

## **JOB PROFILE:**

- Involved in procurement of material,
- Involved in procurement of Sheet metal part,.
- Looking for Cost Reduction aspects in consumable parts and Monitoring.
- Logistics Control, Planning & Monitoring of Procurement of material to as per schedule & ensure the inventory of all items.

## **Additional responsibilities:**

Responsible for preparing all purchase documents.

Responsible for plan the consumption-based procurement to maintain inventory.

## **Roles & Responsibilities:**

- To implement the weekly and monthly manufacturing plans.
- To follow up the suppliers for timely delivery of the materials.
- To make invoice for all Fully finish part through ERP,
- Scheduling & controlling of Purchase activities.
- Planning & Monitoring of Procurement of material to as per schedule & ensure the inventory of all items.
- To ensure the smooth flow of the material in conformance with the work standards and Control Plans at Supplier end.
- Develop the VSME with supplier
- Consumption based procurement
- Negotiation of parts

- Consumable parts handling
- Transportation Handling

**Trainings Attended:**

- 5'S
- VSME
- Safety & Ergonomics – DOS Step # 17, TPM, Employee Involvement
- MBF ( Problem solving )

**Software Proficiencies:**

ERP

MS Office

**EDUCATION:**

1. B.COM Passed from Shivaji University, Kolhapur in the year 2016 at 70.22%
2. 12<sup>TH</sup> Passed in commerce from Kolhapur Board in year 2013 at 77.46 %
3. 10<sup>th</sup>: Passed from "Kolhapur Board" in the year 2011 at 85.46 %
4. Appearing in M. COM 2<sup>nd</sup> year through Shivaji University, Kolhapur.

**PERSONAL DETAILS**

Full Name : Madhuri Ankush Kadam  
Date of Birth : 24-02-1996  
Permanent address : At Post – Sap, Tal-Koregoan & Dist- Satara415511  
Sex : Female  
Languages know : Marathi, Hindi, and English  
Marital status : Single

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

Place: Satara (Maharashtra)

(MADHURI A. KADAM)