AUSHI AGARWAL

STRENGTHS

Communication Skills
Excellent communication and interpersonal skills

Work Ethic
Hardworking and self-motivated

Confidence
Confident and energetic with ability to learn

Attitude
Optimistic and proactive attitude

Multitasking
Proficiency in handling multiple tasks

LANGUAGES

English — Professional ●●●●●
Hindi — Native ●●●●●

SKILLS

Microsoft Office · MS Office Package · Excellent Communication and Interpersonal Skills · Confident and Energetic · Ability to Learn · Proficiency in Handling Multiple Tasks · Hard Working · Self Motivated

INTERESTS

Hobbies
Hobbies include reading and traveling

Yoga
Guiding students in Yoga

Purchase Officer

aushiagarwal@gmail.com LinkedIn/Portfolio
447/132/3, Alopibagh, Allahabad-211006

SUMMARY

• Highly efficient professional. • Well presented and follow high professional ethics. • Knowledge of corporate rules and regulations. • Excellent organizational skills.

EXPERIENCE

Purchase Officer — 05/2010 - 06/2024
Optical Fibre Cable Accessories Pvt. Ltd.

Company Description

- Manage secretarial functions and responsibilities.
- Research on the changes in the business legislatives.
- Maintenance and updation of all licenses and record of companies timely.
- Filing of various forms pertaining to the Companies Act.
- Maintaining standard of corporative governance.
- Manage procurement activities, vendors negotiation.
- Sourcing of delivery and quality material.
- Maintaining cost efficiency.

Executive
Matrix Cellular Services Pvt. Ltd.

Company Secretary
Ankit and Associates

EDUCATION

Company Secretary — 06/2011 - 06/2016
ICSI

Master of Commerce — 05/2012 - 08/2014
CSJMU

Bachelor of Education — 04/2015 - 02/2017
IGNOU

Bachelor of Commerce — 04/2006 - 05/2008
University of Allahabad

Intermediate (Science) — 2003
Girls High School& College

High School (Science) — 2001
Girls High School & College