Karuna Bharat Jadhav

Panvel

9594179459/8928360686 | karunajadhav1122@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- **Commutec (Aurafox Solutions Pvt.Ltd.)**   26-05-2024 - Till Date
  Purchase Executive

  - Negotiating purchase prices and contract terms with suppliers
  - Maintaining accurate records of purchases, pricing, and supplier information
  - Vendor Invoices And Monthly MIS Verification Using Fleetoz Software
  - PI (Purchase Invoice Generation)
  - Hard Copy Invoices/Duty Slips Tagging in Fleetoz And Checking Attached Toll & Parking Slips
  - Collaborating with internal departments to understand their procurement needs
  - Daily Checking Mails for Invoices Sent By Vendors and Forwarding it To Accounts For Tally Entry
  - Daily Report Maintaining

- **Garnet Motors Ev Pvt Ltd (Ather)**   16-08-2022 - 25-05-2024
  Billing Executive/DMS Operator

  - Vehicle Billing in DMS software
  - Parts & Accesories Billing
  - PDI (Pre Delivery Inspection)
  - Fame Subsidy Submission in Government Portal
  - PI (Purchase Invoice Generation)
  - Data Entry
  - IB maintenance
  - Vehicle Transfer Process Internal & External Branch
  - Daily Stock Report
  - Report maintaining

- **Pilot Pro Honda (Service Center)**   22-02-2020 - 14-05-2022
  Back Office Executive

  - Opening Customer Job cards in auto net software
  - Closing Job cards in Hirise Software After Vehicle Service and submitting For Billing process
  - Data Entry
  - Report maintaining

Education

- **Maharashtra Aikyavardhak Mandal Vidya Mandir**   2013
  SSC
  68%

- **Jr.Vikas College of arts,science and commerce**   2015
  HSC
  50%

- **Sr.Vikas College of arts,science and commerce**   2018
  TY-BSC-IT

Skills

- Quick learner
- Adaptability
- Teamwork
- Problem solving

Achievements & Awards

- Best employee of the quarter award from Garnet motors India Pvt Ltd
- Won Star War Award with 1st Rank in all over the india from Ather Energy

Interests

- Drawing
- Singing

Languages

- Marathi
- Hindi
- English