

EKTA GOEL

9811631894 • goelekta25@gmail.com • Mumbai 400058

SUMMARY

Dynamic and results-driven Purchase Manager with 8 years of experience in inventory and supply chain management. Expertise in vendor negotiation, developing effective purchasing strategies, and achieving project targets. Skilled in market research, demand analysis, and coordination to minimize delays. Strong leadership and communication skills, with a proven track record of optimizing procurement processes and enhancing operational efficiency.

SKILLS

- Contract terms
- Auditing vendors
- Maintaining Excel/Google spreadsheets/MS Word
- Quick decision making
- Problem-solving skills
- Written communication skills
- Verbal communication skills
- Cost Analysis
- Procurement planning
- Vendor Relationship Management
- Supply Chain Management
- Price Negotiation
- Purchase Order Management
- Document Preparation
- Contract Negotiation
- Vendor Sourcing
- AI Tools

EXPERIENCE

PURCHASE MANAGER

KRISHNA BUILDER | DELHI | Nov 2016-Current

- Understand, manage, and optimize internal procurement processes and policies effectively.
- Understand, manage, and use internal procurement tools effectively.
- Use of Supplier Relationship and Performance Management techniques and measurement.
- Ensured timely payments of invoices while maintaining positive relationships with suppliers.
- Negotiated with suppliers to obtain the best possible pricing, payment terms and delivery times.
- Organized regular meetings with suppliers to discuss performance issues and resolve any disputes promptly.
- Performed price comparisons among different vendors in order to get the best value for money.
- Prepared detailed reports on purchases, including cost analyses.
- Developed relationships with key suppliers and ensured compliance with contractual agreements.
- Network and negotiate with vendors to ensure price adjustments and access to retail cost.
- Drafting, negotiating, and executing contractual documents, including but not limited to Master Service Agreements, Statements of Work, and Letter Agreements.

- Researched new vendors and evaluated their suitability for supplying goods or services.
- Assisted in resolving supply chain problems such as backorders, delayed shipments.
- Reviewed requisitions for accuracy, completeness and conformance to established policies.
- Provided training and guidance to junior staff members on purchasing processes.
- Developed strategies for cost reductions, improved inventory control and increased efficiency.
- Maintained accurate records of all purchase orders, invoices and contracts.

Project Handelled :-

- Construction of Ravindra Bhavan at Canacona, Goa. - Rs. 59,27,55,740.00 (Client - GSIDC)
- Construction of Balance works/rectification of defects for the works of Sapphire Phase-2 (Housing units) (EPC) Basis - 2nd Call. - Rs. 56,18,24,250.00 (Client - NBCC)
- Construction of SATHI Building at IIT Delhi Extended Campus, Sonipat Kundli, Haryana. - Rs. 54,72,91,000.00 (Client - NBCC)
- Comprehensive External Development, Horticulture, Landscaping, and other miscellaneous works for College of Veterinary and Animal Sciences and College of Fisheries Under Pkg-3 for RLBCAU, Datia, MP. - Rs.46,09,00,000.00 (Client - NBCC)
- Construction of Office building for RBI at Atal Nagar (Naya Raipur) C.G. Rs. 63,29,02,885.72 (Client - CPWD)
- Development of urban forest in KNDA area under Vyasnanagar Municipality for pollution control measures, Jajpur, Odisha. Rs. 60,45,00,000.00 (Client NBCC)
- Development of Science Academy in Panikoli Area, Jajpur, Odisha - Rs. 99,67,80,840.00 (Client NBCC)
- Construction of a 150-bed hospital for ESIC at Kalol, Gandhinagar, Gujarat. (EPC). Rs.1,18,65,16,385.00 (Client - CPWD)
- Construction of office Building for RBI at Naya Raipur (C.G.) Phase II. Rs. 17,75,93,595.69 (Client - CPWD)
- Construction of 50 Bedded Critical Care Blocks (CCB) at Tanda, Mandi, Shimla and Una, Himachal Pradesh and their maintenance during defect liability period - Rs.73,79,17,176.00 (Client - HSCC)
- Construction of Academic Block No.1 for Central University of Haryana at Village Jant- Pali, Mahendergarh, Haryana - Rs.50,19,28,000 (Client CUH)
- Construction of Academic Block No.3 for Central University of Haryana at Village Jant- Pali, Mahendergarh, Haryana - Rs.50,21,65,000 (Client CUH)
- Construction of Academic Block No.4 for Central University of Haryana at Village Jant- Pali, Mahendergarh, Haryana - Rs.45,06,01,000 (Client CUH)
- Construction of Bulk Services for development of campus for Central University of Haryana, Mahendergarh - Rs.20,41,00,000.00 (Client NBCC)
- Construction of Office for D.C. (West) at Raja Garden, New Delhi. Rs.32,22,38,943.00 (Client -PWD)
- Construction of LGFS Structure for Ticketing, Toilet & Amenity Blocks and Parking along with External Development of the Entire Area at Purana Qila, New Delhi - Rs.13,75,43,000.00 (Client NBCC)
- Construction of Academic Block Building under Package IV for RLBCAU, Jhansi, UP. - Rs.96,46,82,000.00 - (Client NBCC)
- External Electrification Work at Kidwai Nagar (East), New Delhi - Rs.21,72,62,637.00 (Client NBCC)

- Construction of Administrative Block under Package-4 for NIT Delhi, at Narela, Delhi - Rs.65,04,14,645.00 (Client NBCC)
- Infrastructure Development & Construction of 01 No. Boys & 01, No. of Girls Hostels of Phase-1 (b) works of IIT BBS at Argul Campus, Bhubaneswar, Odisha - Rs.91,09,00,000 (Client NBCC)
- Conservation & Restoration of existing Barracks including electrical, plumbing, and road work with Horticulture/ landscaping including 3 years comprehensive maintenance at Red Fort, NewDelhi - Rs.43,67,33,832.00 (Client NBCC)
- External Development Works, under package –V, Phase-I, NIT Delhi, at NIT, Delhi campus near Bakauli Bus stop, Alipore, Delhi - Rs.8,25,26,653.00 (Client NBCC)
- Construction of IIIT Nagpur Campus at Nagpur on Design, Engineering, Procurement and Construction (EPC) basis - Rs. 95,20,00,000.00 (Client NBCC)

EDUCATION

MASTERS IN MASS COMMUNICATION

Guru Jambheshwar University of Science & Technology, Hisar | Jan 2013

Percentage: 73

BA PROGRAMME

University of Delhi | Jan 2012

Percentage: 47

BACHELORS IN MASS COMMUNICATION

Guru Jambheshwar University of Science & Technology, Hisar | Jan 2010

Percentage: 63

GRADUATE DIPLOMA IN JOURNALISM AND MASS COMMUNICATION

Jagannath Institute of Management Sciences, Delhi | Jan 2010

Percentage: 62

CBSE 12th

Kendriya Vidhyalaya Sainik Vihar, Delhi

Percentage: 66

CBSE 10th

Kendriya Vidhyalaya Sainik Vihar, Delhi

Percentage: 48.5

WEBSITES, PORTFOLIOS, PROFILES

- <https://www.linkedin.com/in/ekta-goel-a6179221a>

PERSONAL INFORMATION

- Title: PURCHASE MANAGER / SUPPLY CHAIN MANAGER
- Date of Birth: 06/25/90
- Nationality: Indian

HOBBIES AND INTERESTS

Traveling, Cooking, Driving, Exploring new music

LANGUAGES

Hindi, English