Neha Rao

Purchase Executive

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Summary

Purchase executive with four years of experience coordinating indirect materials and supplier follow-up for manufacturing operations. Maintains clear quotation comparisons, purchase-order records and delivery exceptions while working within approval limits.

Experience

Purchase Executive, Example Merevale Industrial Components — Apr 2023 - Present

Pune

- Coordinate requisitions and purchase orders for packaging, maintenance supplies and office consumables across two production units.
- Compare supplier quotations on price, specifications and delivery terms, recording differences for the purchasing manager.
- Review open orders with stores each week and follow up on overdue deliveries with 28 active suppliers.
- Resolved recurring unit-of-measure mismatches by confirming catalogue references with suppliers before order approval.

Purchase Assistant, Example Oakbridge Assembly Works — Jun 2022 - Mar 2023

Pune

- Prepared quotation requests from approved requisitions and maintained the comparison register.
- Matched delivery notes with purchase orders and referred quantity or price differences to the buyer.
- Updated supplier contact and product records after verification by the purchasing team.

Education

Bachelor of Commerce, Business administration — 2019 - 2022

Example Merevale College of Commerce

Skills

Purchasing: Quotation comparisons, Requisition review, Purchase orders, Supplier follow-up

Controls: Specification checks, Delivery reconciliation, Approval records, Exception logs

Tools: ERP purchase module, Excel, Supplier registers, Order trackers

Fictional sample from ResumeGuru. Names, employers and achievements are illustrative.
www.resumeguru.ai/resume-samples/purchase-executive-resume-sample