

Shweta R. Bhosale

Kasheli, Thane, Maharashtra, India

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Professional Summary

Detail-oriented and dependable Purchase & Admin Officer with over 16 years of experience in office administration, purchase coordination, and vendor management. Demonstrated expertise in supply chain operations, quotations, invoicing, and export documentation. Adept at maintaining strong vendor relationships and ensuring timely procurement and delivery of goods in a fast-paced commercial environment.

Core Competencies

- Procurement & Purchase Management.
- Vendor Evaluation & Negotiation Skills.
- Quotation & Invoice Preparation.
- Export Documentation (Commercial Invoice, Packing List, etc.)
- Inventory Management & Cost Control.
- Cross-functional Coordination & Handling NPD Department.
- Administrative Support & Documentation
- Communication & Correspondence
- Good knowledge of vendor sourcing practices (researching, evaluating, and liaising with vendors)
- Understanding of supply chain procedures.

Professional Experience

Gayatri Herbals Pvt. Ltd., Thane

Purchase Officer & Regulatory Officer | Jun 2010 – Nov 2024.

- Maintain sales records & purchase records, negotiate pricing, and monitor stock levels.

Liaise with vendors and ensure timely product deliveries

- Generate export commercial invoices, packing lists, and custom clearance & dispatch documentation.
- Prepare quotations and sales Orders as per sales team requirements.
- Prepare COA, MOA, MSDS, Composition Certificate
- Support GM – Sales & Marketing in reporting and correspondence.
- Handling Food & Drug Administration licenses and online documentation with government authorities.
- Attend exhibitions to stay up-to-date with industry trends.

Nikole Kozmetics Pvt. Ltd.

CRM & NPD Department | Dec 2024 – Till Date

- Handling Food & Drug Administration licenses and online documentation with government authorities.
- Attend exhibitions to stay up-to-date with industry trends.
- Coordinate with packaging teams to choose or design containers.
- Make sure products meet regulatory standards (FDA, EU, etc.).

Education & Certifications

- H.S.C. Passed
- MS-CIT (Computer Literacy Certification)
- Tally 9.0 Certified
- Basic knowledge of DTP (Desktop Publishing)

Technical & Language Skills

Tools: Tally 9, MS Office, Email Correspondence

Languages: English, Hindi, Marathi

Key Skills & Strengths

- Proven experience as a purchase officer
- Strong vendor sourcing and negotiation skills
- Understanding of supply chain procedures
- Organized, proactive, and excellent at multitasking
- Great interpersonal and communication abilities

Personal Information

Date of Birth: 15th May 1982

Gender: Female

Marital Status: Married

Nationality: Indian

Permanent Address: D-202, Maheshwari Residency, Behind Durgesh Saaj Soc., Near Kasheli Toll Naka, Pipeline Road, Kasheli – 421302, Maharashtra