

Resume

VAISHAG NAIR

Mobile No.:- 9768678190

E-Mail ID: - vaishagnair48@gmail.com

LinkedIn: - [linkedin.com/in/vaishag-nair-28981a1b7](https://www.linkedin.com/in/vaishag-nair-28981a1b7)

Location: - Bhayandar

A Professional with an Experience of 3 years and 6 months working into Operations, Back Office & Research and Development starting from Manufacturing to Logistics and having the opportunity of working under Experienced Professionals in an enabling atmosphere to upgrade my knowledge and skills while contributing and adding value with my Enthusiasm, Hard Work and Passion in the field of Backend Domain

Educational Qualification

- ✓ Diploma in Production Technology from Bhausahab Vartak Polytechnic, Vasai, March 2016 with First Class
- ✓ SSC from Maharashtra State Board in June 2012 with Second Class

Professional Skills

Administration
Inventory Management
Purchasing
Coordination

Documentation
Email Drafting
Negotiation
Logistics

Work Experience

Aceton Industries LLP (Apr2022-Mar2025)
(Construction Materials & Logistics Company)

Operations Executive

- ✓ Preparation of **Purchase Order**, Issuing of Motor Vehicle Tax and proceeding of Inter State Permits , **Delivery Challan & Bill Entry**
- ✓ Coordinating Warehouse for **Stock & Inventory**
- ✓ Keeping Track of Office daily needs like (Stationary, Cleaning items & Pantry)
- ✓ **Acquiring** new **Vendors** for materials and **Negotiating**
- ✓ **Providing Allowances** to Drivers according to their Attendance
- ✓ **Payment Follow up** for the materials Delivered
- ✓ **Email Drafting** for concerns of EMI payments for the vehicle or Payment Follow-up's
- ✓ **Transportation Arrangements** during Vehicle Breakdown
- ✓ **Traffic Fines** checked from M Parivahan website and escalate to Higher management
- ✓ Ensuring Vehicle security system checked & Report faulty system to the Concerned Team

Jerai Fitness Pvt. Ltd.

(Oct2019-May2020)

(Gym Equipment's Manufacturing Company)

Backoffice Executive

- ✓ Handling Enquiries as per Source and directing to concerned Sales Person
- ✓ Making Quotation, Issue of Work Order, Filing Payment Receipts & Delivery Records
- ✓ Follow Up with Existing and New Clients for After Sales Service and AMC
- ✓ Travel Arrangements and Accommodations for Sales Employees and Higher Management
- ✓ Performing Market Research for New Equipment's as per Trend

Wirecom India Pvt. Ltd. (Contract Basis)

(Sep2016-Sep2019)

(Mechanical Springs Manufacturing Company)

Research & Development Assistant

- ✓ Spring Samples generation by the requirements as per provided from the R&D Team
- ✓ Assisting team members for the Accurate and Precise Spring Samples generation by using Calibration Machines and Tools
- ✓ Making Quotation, Maintaining Records of sample generated, Delivery Records and Spring Samples Feedback
- ✓ Follow up companies for approval and Proceedings for production
- ✓ Recording material Supplies & Ordering Inventories for the Team

I, hereby declare that the information contained herein is true and correct to the best of my Knowledge and belief.