

Jisha Thomas Chirayath

❖ **Contact Information:**

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 - **Address:** Boisar-401504, Palghar, Mumbai, Maharashtra
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❖ **Personal Information:**

- **Date of Birth:** 18/01/2000
 - **Nationality:** Indian
 - **Visa Status:** Not Applied yet for Visit Visa.
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❖ **Objective:**

A highly motivated and detail-oriented professional with 3 years of experience as a Purchase Executive Assistant in India. Seeking an opportunity to leverage my expertise in procurement, data management, and administrative support to contribute effectively to the success of an organization in Bahrain.

❖ **Key Skills:**

- Procurement & Vendor Management
- MS Excel (Advanced), MS Word, Google Sheets
- Data Entry & Filing
- Tally (Basic Accounting Software)
- Document Management (PDF Creation & Editing)
- Time Management & Organization
- Attention to Detail
- Team Collaboration & Communication

❖ **Professional Experience:** -

➤ **PURCHASE EXECUTIVE ASSISTANT:** -

**YOGESH DYESTUFF PRODUCTS PVT. LTD.-BOISAR, THANE, MAHARASHTRA.
(OCTOBER 2021 TO NOVEMBER 2023) (FEBRUARY 2025 TO TILL DATE)**

- Communicating with the customers via calls and emails.
 - Generating Purchase Order.
 - Generating the Job work Papers for the repairing of Material.
 - Negotiating with the Party for the Price in Quotation.
 - Arranging the Files of Company.
 - Generating the Legal Documents for the Purchase of New Plots.
 - Arrange Documents for the Renewal of Consents and for the New Consents also.
 - Drafting Official Mails and Generating the Data.
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❖ **Education:** -

➤ **PG Diploma in Management (HB) in INTERNATIONAL BUSINESS**

S.P. Mandali's Prin. L. N. Welingkar Institute of Management Development & Research
L. Nappo Road. - Matunga, Mumbai, Maharashtra
July 2023 to Present

➤ **Bachelors in Accounting and Finance**

Viva College - Virar, Mumbai, Maharashtra
June 2017 to November 2020

❖ **Languages:** -

- English - Fluent
 - Malayalam - Fluent
 - Hindi - Fluent
 - Marathi - Fluent
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❖ **Personal Attributes:**

- Strong attention to detail and accuracy
- Good communication and interpersonal skills
- Ability to work efficiently under pressure
- Highly adaptable and eager to learn new skills