



## Symbiosis Centre for Distance Learning (SCDL)

Symbiosis Bhavan, 1065B, Gokhale Cross Road, Model Colony, Pune-16

Tel: 020-66211000, Fax: 020 -66211040, 66211041

Website: [www.scdl.net](http://www.scdl.net)

<b>Brief about the Company</b>	<b>Aryan Pumps &amp; Enviro Solutions is a manufacturer of special products in the field of Municipal Liquid waste, Solid waste handling, Sewer Cleaning, Firefighting &amp; Rescue, Municipal solid waste &amp; Sewer management, Special applications Pumps</b>
<b>Current Opening (Designation)</b>	<b>Purchase Assistant</b>
<b>Profile of the Candidates</b>	<b>Role &amp; Responsibilities: Coordination and getting quotations from suppliers, preparing quotation comparison in excel, data entry in Tally and excel, preparing Purchase order, filling and documentation, billing, invoicing, coordination within the team. Computer Skills: Hands on Tally , MS Office &amp; Outlook Qualification: B.COM, hands on tally must Experience: 1 to 3 years</b>
<b>Locations</b>	<b>Senapati Bapat Road, Pune</b>
<b>Number of Candidates</b>	<b>1</b>
<b>CTC / Pay Package (yearly)</b>	<b>1.80 lpa to 2.4 lpa</b>
<b>Date of Joining</b>	<b>Depending on the notice period</b>
<b>Selection Process &amp; Criteria</b>	<b>Telephonic round, technical discussion, Hr round.</b>

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