

Job Objective:

Position requiring an innovating challenging environment which will utilize my professional skills with an aim to benefit my employer and also by capitalizing on my thirst for knowledge, to become the best in my chosen career.

Professional Credentials

- ✓ Diploma in Material Management from Welingkar Institute in 2010
- ✓ M.Com Part I from Pune University in May 2006, securing second class.
- ✓ B. Com from Mumbai University in Mar 2005, securing second class.

Professional Experience

Presently working in Sterling Information Resources India Pvt Ltd as a **Deputy Manager -Procurement** since from April 2017 to till date.

Commercial – Sourcing for Procurement India & APAC Country.

- Sourcing & Procurement of IT and Non-IT (Capex & Opex)
- Reporting saving / spends MIS, vendor management, Vendor Due diligence.
- Process setting, implementation & improvement in Procurement areas.
- Handling Internal & external Audit
- Employee Insurance like GMC,GTL,GPA
- Vendor selection, cost negotiation, cost control and cost saving.
- Logistic management of material.

Skill

- **Supplier Selection-** Choose suppliers carefully based on their reliability,quality,cost effectiveness and ability to meet company needs.
- **Negotiation** - Strong negotiation skills to secure the best prices and terms with suppliers.
- Continuous Improvement- regularly evaluate and improve procurement and supply chain processes to enhance performance and reduce costs.
- **Collaboration** – Foster strong relationship with suppliers and other stakeholders to facilitate collaboration and problem solving.

Key Objective:

- Initiated IT and Non-IT procurement via Oracle-NetSuite for budgetary resources management and approval submission and tracking.
- Responsible for supporting all procurement activities to include the purchasing and negotiating of material equipment and supplies from key vendor.
- Reviewed approved assigned and updated individual hardware to computer hardware request utilizing and asset databased.
- Managed inventory by marking and placing items in stockrooms, establishing inventory recorder points : reporting item to be recorded to include shipment of all hardware to remote

users location.

- Work closely with stakeholders to ensure that their requirements are met, effectively, efficiently and in a balanced manner, in the best interest of the organization.
- Understand the requirements of internal customers, and the importance of actively supporting their needs.
- To publish details of specification, quantity & quality of equipment's required to all the vendors and asking for quotation.
- Departmental Audit, internal and external and factoring correct documentation & analysis
- Procuring general non-IT items, Repair & Maintenance, Manpower Services, Facility Management, Utilities, Food & Catering, Printing.
- Contract execution, SOW defining and negotiating legal agreement terms and clauses.

Cost Management

- Responsible for business analysis and suggesting initiatives for cost optimization. Identify, negotiate, and develop potential vendors for achieving cost effective purchase.
- Monitors business trends and product availability to pay the best price for company goods and services without sacrificing quality or delivery time. assesses total costs of company purchase and identifies where potential saving can be made.
- Responsible for planning and controlling department budget. Liaison with finance for timely payment to vendor & resolving LD issues if any.

Vendor Relationship Management and Due Diligence

- Take initiatives to enhance and maintain relationship with vendors and build good network pool of vendors for the company. To assess vendor performance based on various criteria such as percentage for rejection, quality improvement rate, timely delivery, credit terms etc.
- Liaison between technical team & vendor for technical clarification. Assures vendor deliver materials and services in accordance with standards of price, time, quantity, and quality agreed upon.

Service Contract:

Admin & facilities and HR Contract- Housekeeping, Cafeteria Service, Courier, Pest Control, AMC of equipment's, Printing, Recruiting agency, Employee engagement work shop etc

- Develops, implements and manages contracts and services level agreements for the procurement of goods and services.
- Work with OCS legal team to agree and understand updates on contract documentation and the implementation of regulation /legal changes.
- Assures all invoices are audited for compliance with contract terms and supervises contract bodies. Responsible for ensuring records are maintained and procurement are documented from origination to completion.

Printing - Branding & R&R:

- Evaluate & negotiate to get the better cost for any printing material as per Artwork & specifications provided by Branding team.
- Negotiate & renegotiate to get the better cost on all the printings & gifting articles.
- To Publish Details of Specification, quality & quantity of equipment's required to all the vendors and asking for quotation.
- Follow up with vendors for maintain delivery TAT.

Sep 2010 to April 2017:**Position** : Procurement Officer**Organization** : Tata Capital Financial Services Limited.**Key Objective:**

- Actively lead the Procurement Operations and responsible for end-to-end P2P Process (Procure to Pay)
- Handling Purchase Indents for items for Non-IT Procurement. Process of indents as per defined TAT (Procurement Policy)
- Based on commercial & feedback from technical team finalize the vendor and release the PO and tracking for delivery.
- Acceptance & rejection of Invoices as per the PO raised/Documents attached and processing all Vendor Invoices as per check List and updating the invoice tracker on real times basis.
- Handling Vendor Registration & Evaluation Department activities (**VRED**)
- Generation of MIS | Daily Dashboard | weekly | Monthly

Contract | Travel | Vendor Management

- Identifying the potential areas and recommend to the business to enter in to the formal the rate contract | AMC | value-based agreement as part of process improvements.
- Co-ordinating with legal and vendor to define the terms and conditions in the agreement.
- Maintaining of contract database and ensure that timely renewal the agreements.
- Make sure that all procurement and contracting activities are carried out in accordance with as per procurement policy
- Handling of Travel related agreements like Hotel | Guest House | Car rental agreements on PAN India basis.
- Yearly MIS for Car Hire Spend and Hotel Spend for use for negotiations for Annual Contracts.
- Monthly MIS for the Utilization of Guest Houses booking.
- Making travel arrangements, processing as well as implementing in time bound manner.
- Liaising with the following:
 - I. Internal and external department.
 - II. Hotels
 - III. Car vendors

May 2008 to June 2010:**Position** : Procurement Executive**Organization** : Oilco Services India Limited**Company Profile** : Oilco is the world's largest service provider in the field of Petroleum Retail Business. Oilco Service (India) Limited was incorporated in 1999 & commenced its operational activities in the year 2000 provides services to the Indian petroleum industry in India.**Our Valued Clients:** IOCL; HPCL; BPCL; ESSAR; Reliance; Shell.**Job Profile:****Purchase Related:**

- Getting Material Requirement from site.
- Asking for quotations from suppliers and comparing the prices for the same.
- Finalizing the supplier after proper negotiation and arranging the purchase order.
- As per schedule dispatching the materials and tracking the same.
- Scrutinizing the bills of suppliers as per the purchase order and processing the same for payments to accounts department.
- Following up with accounts department for payments after verifying the GRN's;; Challans etc.

- Reconciliation of Materials on Monthly basis.
- Responsible for maintaining Debtors
- Preparing Creditors Statement for payment.
- Handling phone calls from creditors.
- Vendor coordination, ensuring payments to vendor

Tender Related:

- Looking after Tender requirements.
- Arranging documents as per the parameters mentioned in the Tender.
- Preparing the tender documents with proper annexure.
- Ensuring the sealing of the tender documents and sending the same before due date through proper channels.

June 2006 to April 2008:

Position : Account Assistant

Organization : Ramlaks Export Pvt. Ltd.

Company Profile: Basically deals in exporting of cables and textile to South Africa. As well importing Disney accessories from China.

Our Valued Clients: Big Bazaar; All Malls.

Job Profile:

- Collect sale order from Marketing Department. Preparing sale invoice and hand it over to warehouse people.
- Assuring the sale of material in good condition.Entering purchase and sales entry into systems.
- Preparing debit note and credit note.Preparing Outstanding Statement.
- Following up with customers for payment & all related documents (C-Forms; C-Forms related to OMS)
- Preparing monthly report of sales (Disney) and forwarding the same to General Manager-Disney.Forming a link between Marketing Department and Warehouse people.
- Preparing Control Sheet for each Disney Sales invoice.
- Reconcile debtors account on regular basis.Handling petty cash.

Personal Details

Address	:	Vikramgard Co-Op Hsg Sco. Shree Complex, Phase III, Aadharwadi Jail Road Kalyan (W) – 421 301
Date of Birth	:	20 th September, 1984
Martial Status	:	Married
Languages	:	English, Hindi, Marathi & Gujarati
Reference	:	Would be furnished as per request.

Pragati Patankar