

Akash Jadi

Procurement Analyst

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PROFILE

Procurement Analyst professional having 2.8 years of experience in P2P process & S2P process creating purchase order to successfully deliver creative projects and possesses 1+ years of experience in conducting quality-based vendors rendering critical directorial support by assisting in administering materials managing the vendors and reviewing edit.

WORK EXPERIENCE

Quest Unique Tech, Procurement Analyst

February 2021 – May 2023 | Pune, India

SKILLS

Technical Skills:

- Excellent analytical skills, negotiations and decision making skills
- P2P Process
- Knowledge of the Source-to-Pay(S2P) cycle
- Material Handling
- Procurement

Computer Skills:

- MS Excel
- MS Word
- MS Power Point
- Auto Cad
- SAP MM

PROFESSIONAL EXPERIENCE

Key Responsibilities

- Good experience in P2P cycle (Procure to Pay). Proficient in Procurement process like Purchase order, goods receipt & invoice verification.
- Knowledge of 2-way and 3-way matching.
- knowledge of carrying out special procurement process like Subcontracting, Consignment, Stock Transport Orders, Stock Transport Packaging.
- Extract, analyse and report data in order to improve procurement efficiencies.
- Manage large amounts of data in an appropriate format.
- Managing the vendors onboarding and some of the vendors management.
- Co-ordination with other horizontal departments like planning, quality & production.
- Release RFQ, Follow-up for quotes, comparing quotes and finalizing the vendor based on price and other quantitative.
- Ensure Vendor Follow-up for in-time Material supply/Track delivery/works completion, follow-up for bills and track movement of invoices from submission date to payment date.
- Maintaining safety stock & recognizing the re-order point based on standard lead time & daily consumption rate.
- Conduct market research to identify potential suppliers and maintain a vendor database.
- Stay updated on industry trends, market conditions and new procurement practices.
- Assist in the development and implementation of cost-saving initiatives.

EDUCATION

B.E in Civil Engineering - 60%
S.G. Balekundri Institute of Technology, Belagavi

PUC(PCMB)-67.5%
S.R.A PU College, Banahatti

S.S.L.C - 77.60%
Sri Neelakanteshwara High School, Terdal

Contact Details,

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