

# RESUME

## Pavan Kodge

Contact details:7676006454

Email: pawankodge123@gmail.com

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### **JOB OBJECTIVE**

To work in a challenging atmosphere by exhibiting my skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

### **PROFILE SUMMARY:**

- Overall 3+ years of experience in procurement, supply chain management and sourcing (center of excellence), strategic sourcing.
- Having good knowledge of End to End procure to pay cycle and SAP MM module.
- Good exposure to supply chain management terminologies.
- Ability to learn new concepts and adapt to a new working environment. Willingness to learn new technologies.

### **CORE COMPETENCIES:**

- Proficient in Procurement process like PR generation, converting PR to PO, source determination, vendor management, follow ups, inventory report, problem solving skills, import etc.
- Purchasing Indirect materials & generating various types of report like, Purchase Order Pending report, Material rejection report.
- Good communication skills and able to coordinate with vendors.
- Establishing good working relationships with vendors and resolving problems regarding delayed delivery dates.

### **PROFESSIONAL EXPERIENCE:**

- Currently working as a senior procurement associate in **SOLENIS** at Hyderabad on From September 2022 to till date.
- I have work experience of 2 years 4 months at GM INFOTECH SOLUTIONS at Bangaluru from April 2020 to July 2022 as a procurement associate.

### **ROLES AND RESPONSIBILITIES:**

- To get the information about the indented material, application of indented material and past procurement details of indented material from the User Team.
- To float the enquiry for required material as per indent and get the quotation from suppliers.
- To make a comparison statement for indented material and get the approval from reporting manager.
- Negotiations with the vendor to get the quantity at an optimized price.
- Preparation of the Purchase Order.
- Send the PO to the Vendor and ensure to get confirmation on the same.
- Continuous follow up from the Vendors for the delivery of material and ensure the material reaches on time, if any delay an alternate back up should be maintained to avoid any break down.
- Ensure the material reaches the plants on the specified time and the material is received with proper quality and quantity.
- Approval of bills post verification of invoice/GRN/Purchase Order etc as per detailed procedure specified within the required time frame.

- Checking of storage bills/invoices including the GRN (Goods Receipt Note), if there is any shortage of material or excess rates in the bill.
- Follow up with supplier for order conformation, Invoice copy.
- Worked on vender regulatory request.
- Worked on Global risk management System.

## EDUCATION DETAILS:

### Academic Qualification:

| Degree/Course              | Board/University                                      | College/School   | Year of Passing | % Marks Obtained |
|----------------------------|---|--|-----------------|------------------|
| B.Sc<br>(computer Science) | Gulbarga University                                   | Karnataka Degree College<br>Bidar                          | 2018            | 61.08%           |
| PUC (PCMB)                 | Preuniversity<br>Education<br>Board.                  | Shree Matte manikeshwari<br>PU College Bidar,<br>Karnataka | 2015            | 52.16%           |
| SSLC                       | Karnataka Secondary<br>Education<br>Examination Board | Anubhav Mantap Gurukul<br>Santhpur Bidar Karnataka         | 2013            | 70.72%           |

## SKILLS

- Procure to Pay(P2P)
- Outlook, Share point.
- SAP MM, ERP Tool.
- MS-office MS-Excel MS-word, Power point

## STRENGTHS

- Quick learner
- Good team player
- Self-learner & ability to adapt to a new working environment.

## PERSONAL DETAILS:

Father's Name : Neelkanth Kodge  
 Date of Birth : 24-12-1997  
 Marital Status : Single  
 Languages known : English, Kannada, Hindi  
 Permanent Address : R/o jeerga (B) at post Santhpur 585421 TQ : Aurad (B) Dist: Bidar, Karnataka.

## DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge.

Place:  
Date:

(Pavan Kodge)