



V Venkat Sai

Procurement Engineer

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Bengaluru, IN

SUMMARY

B.Tech In Mechanical Engineering with Knowledge in order management, Responsibility to choose the correct order process, correct revenue recognition rules based on the product, sourcing S2P procurement, p2p negotiation, master data, accounts payable with platform used SAP S/4 Hana.

KEY SKILLS

- P2P Process
- Procurement
- SAP HANA
- MS Office
- Sourcing
- Master Data
- Vendor selection
- Vendor Negotiation

EDUCATION

Bachelor of Technology in Mechanical Engineering

Aditya College of engineering [Jun '18 - Jun '22]

Madanapalle, Andhra Pradesh

- Secured 76.81%

Board of Intermediate

Narayana Junior College [May '16 - May '18]

Tirupathi, Andhra Pradesh

- Secured 80%

Board of Secondary Education

St.Mary English Medium High School [Jun '15 - Apr '16]

Chittoor, Andhra Pradesh

- Secured 90%

KEY PROJECTS

Development And Fabrication of Groundnut Shelling and Separating Machine (02/2022 - 05/2022)

- Groundnut product demand is on the increase and the application is largely dependent on the cleanness of the nuts
- The machine employs an auger screw as a means of breaking the groundnut pod.
- This machine is very useful for the farmers and small scale industries.

PROFESSIONAL EXPERIENCE

Procurement Engineer

VK Building Services [Sep '22 - Present]

Bengaluru, IN

- Proficient in Procurement process like Purchase order, Goods receipt and invoice verification.
- Releasing purchase orders & monthly schedule to vendors based on the requirement purchase requisitions. Sourcing, market survey leading to vendor identification, maintaining Vendor master data, Material master data.
- 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.
- Evaluating the vendor's monthly delivery performance and sharing performance report. Monitoring the contractor's progress and performance to ensure goods and confirm to the contract requirements.
- Preparing and Maintaining Batch Management procedure for smoothing operation.
- Maintaining safety stock & recognizing the re-order point based on standard lead time & daily consumption. Negotiation with vendors.
- Maintaining and updating supplier information such as qualifications, delivery times, product ranges, etc.,
- Maintaining good supplier relations and negotiating contracts.

ADDITIONAL INFORMATION

- Languages: Telugu (native), English (advanced), and Kannada (basic)
- Strengths: Strong Communication Skills, Willing to learn new things.