

CURRICULUM-VITAE

Ravi V Munje

SAP MM (Associate)

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Accomplished professional with 4 years of experience, targeting assignments as SAP MM Associate

Career Objective

To pursue a highly rewarding career as a SAP MM Professional in a firm where I can use my knowledge and experience in different projects such as Implementation, Rollout and Application Support. Seeking for a job in challenging and healthy work environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning to serve the nation & the organization in technical advancement.

Professional Summary

Highly motivated SAP MM Associate having 4 years of SAP Professional experience with good exposure in functional modules of Material Management (MM) with Support projects.

SAP Skills

- Knowledge on Procurement Life Cycle.
- Sourcing the Suppliers and then proceed with Ramping up with the suppliers.
- Experience on configuration of vendor master, Purchase Info Record, Source List.
- Experience in Customization of Purchase Requisition, Request for Quotation, Purchase Order.
- Good knowledge on release procedure of PR & PO.

Employment History and Projects

- **Worked as a Purchase Executive at Quest Unique Technologies from July 2017 to Sept. 2018.**

Roles and Responsibilities:

- Validation of Purchase Requisition with reference to check points and company standards.
- Proficient in Manual Creation of Purchase order from approved Purchase Requisitions.
- Blocking incorrect Purchase Requisition and informing to requestor on correction.
- Checking E-mails & reply to queries from vendors and other departments.
- Maintaining Open PR and Open PO Reports.
- Ensure Vendor Follow-up for in-time Material supply/Track/delivery/works completion.
- Evaluating the vendor's monthly delivery performance and sharing performance report.
- Pulling the reports for Handling Purchase Order.
- Amending the Purchase Order.
- Maintenance of reports in excels on a weekly basis & updating the tracker.
- Monitoring the daily material stocks and periodical stock verification.
- Communicating and Follow-up with suppliers for material through mail or Phone.
- Meeting customer requirements Delivery performance.
- Frequent Vendor visits to improve the system in terms of Quality, cost and delivery.
- Responsible for Order placement Timing, Material Replenishment and Supply/Demand Alignment, clearing GRN.
- Monitoring pending & undelivered PO's.
- Take care of Import purchase activity, coordinate with import logistics to give ETA for Production report.

- **Worked as an Executive at HDFC Life from Nov. 2020 to May 2022.**

Roles and Responsibilities:

- Execute processes in compliance with established SOPs and guidelines. Performs a wide variety of administrative/Operational duties for assigned team(s) & function(s) globally.
- Responsible for gathering and summarizing enabling data to execute assigned tasks.
- Responsible for providing administrative support on activities related to a customer order; from receipt through closure including procurement of goods & services from specified suppliers that are moderate to high in complexity under minimal supervision and in accordance with all relevant policies & procedures.
- Demonstrates accountability for completing work assignments given in the form of process objectives & goals; meets commitments and deadlines.
- Maintains the confidentiality of sensitive and proprietary technical, financial and commercial information.
- Present availability on parts if relevant / when requested, working in collaboration with Planning Team through business system interface.
- Maintain the project/contract/proposals/quotation status in Business systems throughout its lifecycle including creation, material / service supply requests, receipts, invoicing, completion and closure.

- **Worked as a Deputy Executive at Max Life Insurance from June 2022 to June 2023.**

Roles and Responsibilities:

- Good Experience in P2P Cycle (Procure to Pay).
- Good Experience in S2P Cycle (Source to Pay).
- Proficient in Procurement process like Purchase order, goods receipt & invoice verification.
- Handling direct and indirect purchases.
- Configuration of internal and external purchasing documents, request for quotation, maintaining quotation, goods receipt, Goods issue & basic invoice verification.
- Releasing purchase orders & monthly schedule to vendors based on the requirement purchase requisitions.
- S2P Process Contents sourcing, market survey leading to vendor identification, maintaining Vendor master data, Material master data.
- Procurement cycle to be checked regularly and to be getting more knowledge.
- PR to PO Conversion for the required goods.
- RFQ creation for the material.
- Knowledge about vendor negotiation and to take proper follow up for timely delivery of material.
- Vendor management and development for better relation with company.

Education Qualification

| Education | Board / University | % |
|-------------------------|----------------------------------|-------|
| Master of Technology | MMEC of Engineering, VTU | 68.4% |
| Bachelor of Engineering | VVIT of Engineering, VTU | 68 % |
| Higher Secondary | St. Xavier's PU College, Belgaum | 55 % |
| Secondary Education | KV No. 2, Belgaum | 68 % |

Technical Skills:-

- P2P Process
- S2P Process
- Material handling
- MS Excel
- MS word
- MS PowerPoint
- SAP MM
- Procurement
- Vendor Negotiation
- Vendor selection
- Master data
- Supply chain management
- Sourcing
- Material RequirementPlanning

Personal Details:

Name : Ravi V Munje
Father's Name : Vithoba Munje
Mother's Name : Gujakka Munje
Date of birth : 03-01-1992
Gender : Male
Marital status : Married
Language known : English, Hindi, Kannada & Marathi

Declaration:

I hereby declare that all the above information is true to the best of my knowledge and belief.

Date: 03/08/2023

Yours Faithfully,

Place: Belgaum

Ravi V Munje