



Tapasya Pawar

Procurement Buyer



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Charni Road ,
Mumbai

About Me

"Procurement Executive with experience in purchasing, vendor management and cost optimization. Skilled in negotiation contracts, managing supplier relationship, and ensuring timely availability of material to support business operations"

Education

2018 - 2021	Graduate Certificate
Mumbai University	Management Studies (Finance) - Siddharth College of Law And Commerce
Arp 2021 - Sep 2021	Diploma Certificate
India International Trade Centre	Logistics and Supply Chain Management

EXPERIENCE

Jan 2024 - Present
Cipla Pvt. Ltd

Procurement Buyer

- 1) Getting a quotation and processing a purchase order against approved vendors.
- 2) Spearheaded successful contract negotiations with major suppliers, securing favorable pricing structures without compromising on quality or service levels.
- 3) Built relationships with vendors to negotiate ideal terms for purchases.
- 4) Set up and negotiated contracts to obtain favorable pricing and delivery structures.
- 5) Developed and maintained relationships with key suppliers for smooth communication, and to meet required expectations.
- 6) Purchase requisition and POs tracking and closing in time.
- 7) Follow up for delivery, as per the plant person.
- 8) OTIF maintenance, weekly.
- 9) Auctions in Ariba - Monthly.
- 10) Resolved invoice and payment issues to facilitate prompt payment to suppliers.

May 2022 - Jan 2024
Sharda Cropchem
Pvt. Ltd

Jr. Purchase Officer

- 1) Managing the P2P cycle.
- 2) Prepared and processed requisitions and purchase orders for supplies and equipment.
- 3) Negotiated pricing structures, delivery schedules, and other contract parameters.
- 4) Maintained strong supplier relationships, ensuring product quality and timely deliveries.
- 5) Preparing purchase orders in SAP and GRN entries.
- 6) Achieved cost savings by negotiating favorable contracts with suppliers.
- 7) Managed vendor and supplier selection process based on price, quality, and reliability.
- 8) Built and maintained a professional relationship with a foreign supplier.
- 9) Follow up with team for payments of supplier on a timely basis.

Skills

Supplier relationship Management

Supplier Negotiation

Cost Analysis

Multitasking abilities

SAP

Team and collaboration