

PRIYANKA MANGAONKAR

Procurement Executive & Sales Co-Ordinator

ABOUT ME

"Results-driven Procurement & Supply Chain Executive and Sales Coordinator with a proven ability to optimize procurement, strategies, streamline supply chain processes, and drive sales growth. Seeking a challenging role where I can leverage my diverse skill set to deliver measurable results, foster collaboration across departments, and contribute to the overall success of the organization."

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EDUCATION	WORK HISTORY
<p>2012 Maharashtra board 11th & 12th MCVC – Accounting & Auditing</p> <p>2015 Savitribai Phule University B. Com (Marketing & Costing)</p> <p>2020 Nilaya Education Institute Corporate Accounts Manager Diploma Course- 1year.</p> <p>SKILLS</p> <ul style="list-style-type: none">• Buying/procurement• Procurement• Purchase Orders• Vendor Management• Logistics• Inventory• Inventory Management• Corporate Accounts• Sales Coordinator• Sales Orders• P2P Process• AR & AP <p>SOFTWARE</p> <ul style="list-style-type: none">• Tally ERP• SAP FICO• SAP MM• Advance Excel. <p>LANGUAGES</p> <ul style="list-style-type: none">• मराठी• हिन्दी• English	<p>June-2024- Present <i>Star Rewinders & Electricals Authorised Channel Partners Of- L&T Switchgears, Anchor (Panasonic), Philips</i> Role : Procurement & Estimation Executive.</p> <ul style="list-style-type: none">• Organize inspection activities along with necessary documentation and generate inspection calls on the MSEDCL portal.• Send inquiries to vendors for the purchase of various materials related to MSEDCL tender projects.• Follow up on invoices, dispatch documents, and test reports from sellers.• Create RFIs for specific materials as needed.• Prepare and submit RA bills against invoices for MSEDCL projects.• Working on MSEDCL Tender Infrastructure Projects. <p>July 2015-Dec.2023 8 years 5 months. <i>P. R. Electricals Authorized Stockiest of C-SEC Technology I</i> Roles : Procurement, Supply Chain Executive & Sales Coordinator.</p> <ul style="list-style-type: none">• Source and evaluate suppliers/vendors, negotiate contracts, and manage vendor relationships to ensure competitive pricing and quality products/services.• Review and analyze (PR) purchase requisitions, identifying opportunities for cost savings and process improvements.• Prepare and issue Purchase Orders (POs) to vendors, follow up for order confirmation, and coordinate on-time payment to suppliers.• Monitor supplier performance and prioritize responses to meet target objectives, including expediting orders, rescheduling, cancellations, and quality issues.• Maintain accurate records of procurement transactions, contracts, and vendor communications for audit and compliance purposes.• Utilize procurement software or ERP systems to streamline processes, track purchasing activities, and generate reports for management review.• Escalate and resolve demand, shortage/excess issues, past due orders, and receiving challenges.• As Sales Coordinator, Shared the company profiles to customer with product catalogue.• Handling Email & Prepare techno-commercial offers with BOM as per customers (BOQ) requirement's & proposals• Assist in the management of sales orders, including order entry, processing, and tracking. Coordinate with internal departments such as production & logistics to ensure timely delivery of products/services to customers.• Follow up with customers to ensure satisfaction and address any issues or concerns. Monitor inventory levels to maintain adequate stock levels while minimizing excess inventory and carrying costs. <p>Course: <i>Corporate Accounts Manager with Certification of SAP FICO from ICATS -Nilaya Education Institute Pune.</i></p>