

Date – 10-Oct-2018

RESUME

Rajiv Yadav

Prathamesh apartment, flat no 302, sector no 44, plot no 55,
Near Petrol pump, Seawood, Navi Mumbai 400706
E-Mail ID: rajivhyadav@gmail.com
Mobile: +91 9867567813

CAREER OBJECTIVES: To work in a conducive environment for reputed organization which provides opportunities to learn & enhance work skills, that will help me grow & excel my career to contribute positively towards organizational growth.

WORK EXPERIENCE:

- ICICI Home Finance Co. Ltd as executive in Fore Close Department for 7 Month. (Home Lone Documentation)
- Zodiac Company as Customer care executive for 5 Month. (Taking care of Zodia clothing product)
- VFS Global Services Pvt Ltd as Sr.IT Executive (Off rool) in procurement team from 01-Jun-2010 to 12-Aug-2018.
- Working with Rolta India Pvt LTD Sr. IT Executive on roll in procurement team from 13-Aug-2018 to till date.

GLOBAL IT PROCUREMENT

1. PURCHASE MANAGEMENT

- Manage and execute procurement of IT goods/ services across business within a geographical area in accordance with Contracting Policies and Procedures, Following up with the vendors for quotations.
- Procuring IT Materials like Desktops, Laptops, Servers, Printers, Scanner, Routers, Switches, UPS, and networking, AMC for Servers, printers, Cisco Equipment's, voice equipment's, Lease Line (Mpls, P2P, Broadband) Headsets, Software's, Peripherals, Spares, VM, could etc.
- Assisting the organization's purchasing functions, vendor management, and Cost negotiation, control all aspects of purchasing strategy, and maintain strong relationships with suppliers and sales representatives to obtain the most favorable price & lead time for products that meet the organization's specifications.
- Preparing and forwarding the Purchase Order to the vendor once comparing purchase Criteria and Proper Management approval.
- Following up with Vendors for delivery of goods on time.
- Maintaining and updating the records of Purchase.

2. ACCOUNTS PAYABLE AND FINANCE

- Invoice Processing and Complete ownership of the remittance details whenever requested.
- Initiating the payment procedure of all the invoices in accordance with the finance policy.
- To obtain all the necessary approvals for the payments processing.
- Day to day interaction with regular vendors about the invoices or payment delays.
- Day to day interaction with regular vendors about the invoices or payment delays.
- Maintaining and updating the records of Payments.
- Preparing provisions and verifying the MIS on monthly basis.

- Generate Asset Codes for Capital goods and share details to Finance along with Invoices.
- Working as an interface between Finance and vendors for accounts payable related query.
- Fixed asset verification of the IT Assets.

3. BUDGETING

- Preparing Budget Vs Actual spend for new project.
- Preparing Global IT Budgets for management approval.
- Preparing Tender IT Budget as per management requirement.
- Sharing the monthly budget report to management team.
- Reforecast the Budget on a quarterly basis. (FCA, FCB & FCC)

4. AGREEMENTS AND AMC RENEWALS

- Coordinate with legal team to ensure that all procurement and contracting activities are carried out in accordance with legislation & company policy.
- Coordinate with Legal, Internal stakeholder and vendor for engaging with the contract.
- AMC (Annual Maintenance Contract) to be renewed with a proper legal approval.
- Regularly monitoring the performance (SLA) of contracted services to ensure services are effective.
- Support Department Compliance & Audits.

5. ASSET MANAGEMENT

- Maintaining the records of Hardware Inventory, Software inventory.
- To plan the assets evergreening when the warranty is expired.
- Maintaining optimal stock levels to ensure timely availability of products.
- IT Assets allocation to business users.
- Asset disposal to all unused, old, retired Assets and submit Asset Disposal Form to Finance team.
- Cover Insurance for IT Assets and inform to Admin Team.

AREA OF EXPERTISE

- Supply Chain Management (From PR to Payment)
- Inventory Operations and Maintenance.
- Process Improvement. (How to save time of team member with the help process improvement)
- Contract Negotiation / Price negotiation with OEM in case of big projects.
- Checking last year purchase with current purchase.

RESPONSIBILITIES

- To assist the manager in procuring material.
- Attend Vendor meetings along with the manager.
- Taking care of responsibilities in the absence of the manager.
- Assisting the manager in developing sourcing strategies.

PROFESSIONAL SUMMARY

- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts
- of information with attention to detail and accuracy
- A dynamic professional with more than 7 years of experience in Strategic Sourcing, IT Procurement to Pay, Costing, Alternate developments, Outsourcing.
- Driving pillar of Cost reduction, Alternate development, Supplier Selection & Upgradation.
- Hands on expertise in SAP-MIS Reports – Procurement Analysis, Inventory Ageing Analysis, Procurement to pay cycle.
- A professional with a consistent track record, positive attitude & ability to handle assignments under high pressure.
- Highly energetic with keenness for learning & resourcefully applying new knowledge.
- Core Competencies as per below.
Rate / Cost Negotiation with vendor.
Inventory Management of Hardware's & Software's.
Cost Management in day to day buying of goods.

STRATEGIC SOURCING (COMMERCIAL)

- Develop, integrate, and execute procurement strategies in day to rusting work.
- Streamline the Procurement process, review and analyze the gaps that can lead to reduce the procurement Cost.
- Close analysis of market trends cost Vs Procurement Cost.
- Successfully prepare and analyze RFP's and other information to compare price structures, payment terms, availability and Savings
- Commodity wise Costing's, Alternate for all Hardware's & Software's purahed in day to day truncation.
- Analyzing contracts for effectiveness, identifying areas of weakness and implementing improvements to increase margins.

PROCUREMENT DATA ANALYSIS (MIS)

- Commodity wise Monitoring the Entire Procurement to Payment Cycle to eliminate discrepancies.
- Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
- Acquire data from primary or secondary data sources and Maintain databases.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Filter and "clean data, and review reports and performance indicators Work closely with management to prioritize business and information needs.
- In depth Analysis of the working RM Costing's that affects the working Capital flow.
- Working on the Actual Budget Vs Actual Procurement to analyze and target the inefficiencies Inventory Ageing Analysis (every 2 months).
- Procurement to Payment Analysis to understand if any Early/delays in Payments.
- Invoice Rate Vs GRN rate tracking to monitor the PO rate variances if any.
- Commodity wise Non-Moving Procurement Tracking, to reduce the same by consumption in alternate requirements.
- NO Due letter from vendor on year. (Cleating all outstaring)

EDUCATION QUALIFICATION: -

- MBA passed with second class from Thakur college of management May-2018.
- M.com passed with second class from Mumbai university Mar-2013.
- T.Y.B. Com Passed with Second class from Mumbai University Mar-2010.
- H.S.C Passed with Second class from Mumbai Board Mar-2005.
- S.S.C Passed with second class from Mumbai Board Mar-2003.

PERSONAL DETAILS: -

- Date of Birth : - 03rd Oct-1986
- SEX : - Male
- Marital status : - Married
- Nationality : - Indian
- Languages Know : - English, Hindi & Marathi
- Contact Number : - 9867567813
- Email Id : - rajivhyadav@gmail.com
- Hobbies : - Cricket, Chess & Carom board Etc.

DATE: - _____

SIGNATURE

PLACE: - _____

RAJIV YADAV