

CURRICULUM VITAE

SANKET RAVINDRA PONGURLEKAR

Block No: 002, Vasant Pushpa Bldg.,
Lokhandi Pada, Panvel - 410206

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**OBJECTIVE -**

Seeking a position where my acquired skills and education will be utilized for the competitive and challenging environment where I can serve your organization and establish an enjoyable career for myself.

QUALIFICATION -

- Passed Mechanical Engineering from Mumbai University with 6.32 CGPA Avg. in 2017
- Passed Post Graduation Diploma in Supply Chain Engineering from IIT (NABCB Accredited) in 2019

PROFESSIONAL EXPERIENCE -

- Current working in GEP Solutions, Airoli as Process Associate in Procurement Operations

Duration – Sept 2018 to Current date

Duties - Analysing the Spend report to prepare Vendor Master Contact List.

Notifying the vendor via email to check if they have any Credits/Rebates available which owes to us.

Brief Research on Verifying & Identifying the Credit details related to PO or Non-PO

Researching tools – (AP Payment Site, Oracle, Ariba, FDW, Supplier Webtool)

Processing the Credits and Debit Invoices in CAPS System (CAPS - AT&T Invoice processing system)

Regular follow-ups with the Vendors/Suppliers for streamlining the flow.

Maintaining the tracker to gather all the credit details and monitoring the queries via emails & calls.

Co-ordinating with AP team & other Business Unit for preparing report to be presented on monthly meeting with the Project Manager to ensure objective set for specific period is achieved.

- Experience in Shubhada Polymers Products Pvt Ltd, Nerul as QC Engineer in Quality Control/Assurance & Logistics

Duration - 1 Year 1 Month

Duties - Inventory Management.

Quality Checks of Inward & Outward Materials with Proper reports.

Checking the Process flow and Material processing with regular Quality Check-ups.

Maintaining all the reports in proper order for Quality Audits.

Vendor Management & Logistics.

Conducting motivational Trainings for the workers.

- Experience in Asahi Glass, Taloja as Trainee Engineer in Production & Quality Control

Duration - 6 Months

Duties - Analysing the orders & Calculation of the work to be done.

Preparation of work process and regular follow up of the process.

Quality checks of the processing glass and proper handling of material.

Final packaging and loading process with proper documentation.

STRENGTH -

1. Good communication skills
2. Ability to manage multiple task
3. Punctual, Focused and self-driven
4. Ability to adjust to the surrounding
5. Good Analytical Skills
6. Willingness to learn and work in team

SOFTWARE'S KNOWN -

1. Auto Cad, Solid Works, SDS/2
2. Microsoft Word / Excel / Power Point / Outlook

PERSONAL PROFILE -

Date of Birth : 22.08.1994
Passport Number : P6799754 **Pan Number** : CAFPP3123C
Languages : English, Hindi, Marathi
Interest : Sports (Football, Swimming), Traveling, **Charity/Volunteer work**

Date -

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

(Sanket R. Pongurlekar)