

RAKESH G VANZARA

Procurement Executive

Highly accomplished Procurement Executive with 3+ years of overall work experience with expertise in SAP MM Module, Supplier Management, Sourcing, Contract Negotiation, and Cost Budgeting. Skilled in developing long-term partnerships with vendors/suppliers for cost-effective purchase, Negotiating contracts and monitoring their performance in terms of cost, quality & timely delivery. Experienced and effective in bringing forth valuable industry experience and a passion for management. Adept in analytical thinking, Leadership and building strong relationships with business partners.



rakeshvanzara7874@gmail.com



+91-7874108681



Kadi, India



SKILLS

Procurement Process

Strategic Sourcing

Project Management

Vendor Relations

Supply Chain Management

SAP MM Module

Process Improvement

Contract Negotiation

Financial acumen

Logistics Planning

Inventory Management

Market Research

Quality Control

Purchase Orders

Cost Analysis

Leadership

Vinculum

Go Frugal

MS OFFICE



PROFILE SNAPSHOT

Proven track record of successfully managing end-to-end procurement processes, from supplier identification and evaluation to contract negotiation and inventory management.

Managed Material Procurement Receipts, Physical Inspection, and Stacking, Maintaining minimum & maximum level of Critical & Fast Moving Items, Maintaining all Procurement Documents. Screening of Requisitions prior to forwarding for Procurement.

Handled Materials Management, prepared Purchase Orders in SAP & VINCULUM, Reconciliation vendor Statement with system & Manual. Stock Verification, Analysis of Vendor Performance & Price Variance & Purchase related all responsibility.

Engaged in New Vendor Development, Price Negotiation with vendor, PO releasing, Material Delivery and Payment etc. Strong knowledge of procurement best practices, contract negotiation, and supplier evaluation.

Established and maintained effective relationships with suppliers and internal customers. Also provided leadership and acted as a senior liaison / team lead for supply chain initiatives directly impacting on Procurement support.



WORK EXPERIENCE

Procurement Lead

SCOOTSY LOGOSTICES PVT LTD (SWIGGY INSTAMART)

10/2021 - Present,

Achievements/Tasks

- Developed and executed procurement strategies aligned with Swiggy Instamart's business objectives, ensuring the timely Availability of quality materials from domestic markets. Located supply sources on the global market.
- Managed end-to-end procurement processes, including sourcing, vendor selection, contract negotiation, and supplier performance evaluation. Ensured timely settlement to suppliers with co-ordination of finance department.
- Conducted market research to identify potential suppliers, evaluate their capabilities, and negotiate favorable terms and pricing. Optimized inventory management processes to ensure timely availability of goods while minimizing carrying costs and stock outs.
- Monitored supplier performance and manage vendor relationships to ensure timely delivery, quality compliance, and continuous improvement. Analyzed delivery time for each supply to predict future availability.
- Identified cost-saving opportunities through analysis of spend patterns, market trends, and supplier performance metrics. Implemented procurement best practices and leverage technology solutions to streamline processes and enhance efficiency.
- Developed and maintained strong relationships with key suppliers, leveraging volume and long-term commitments to negotiate favorable terms. Lead negotiations and contract reviews to ensure compliance, mitigate risks, and drive cost savings.



WORK EXPERIENCE

Purchase Executive

MINDARIKA PVT LTD

08/2020 - 09/2021,

Achievements/Tasks

- Maintained complete documentation and records of all purchasing activities.
- Tracked inventory shipments and prepared spreadsheets detailing items information.
- Liaison with production department to maintain optimum inventory.
- Maintained positive relationships with vendors, serving as the main point of contact for all vendor-related matters. Implemented cost reduction initiatives through supplier consolidation and alternative sourcing strategies.
- Dispensed purchase orders to suppliers with accurate pricing, deadlines, terms and conditions.

CO FOUNDER

VEER SHOPPING LLP

07/2017 - 08/2020,

Achievements/Tasks

- Built an E-commerce retail company with 2 college friends.
- Contribution to website and mobile application prototyping.
- Building strategic marketing and business development plans.
- Managed basic finance, bookkeeping and accounting functions.
- Managed seller accounts, orders and inventory in software.



GROWTH PATH

Senior Purchase Executive (10/2021 - Present)

SWIGGY INSTAMART

Purchase Executive (08/2020 - 09/2021)

MINDARIKA PVT LTD

CO FOUNDER (2017 - 2020)

VEER SHOPPING LLP



EDUCATION

B.B.A (INT)

Gujarat University

2019

H.S.C

G.S.E. Board

2016,



LANGUAGES

English

Full Professional Proficiency

Gujarati

Full Professional Proficiency

Hindi

Full Professional Proficiency