

SANJAY BODANA



Contact

@ sanjubodana2512@gmail.com

9998344924

Ahmedabad

Personal Details

Gender : Male

Skills

Ability to Work in a Team Effective 80%
Time Management Decision
Making Good Communication and
Leadership Skill Sincere and Hard
Working Internet and E-Commerce
Management Office Automation
Tool and Microsoft Operation

Languages

English Hindi Gujarati Marwadi

Interests

Exploring new Technologies and Facts
on Internet. Helping Surrounding and
Spreading Social Awareness. Playing
Cricket. Reading books.

OBJECTIVE

Looking for a challenging career which demands the best of my professional ability in terms of technical and analytical skills & helped me improve and enhance my current skill and knowledge.

EXPERIENCE

63 ideas Infolabs Pvt Ltd. (Ninjacart)

Jun,2019

Executive-SCM Capacity & Facilities Management

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Taking care of setting up FC / Office space / DC / MDC / CC
as per designed load.

March,2021

Taking care of new expansion DC's & CC's as per SOP,
Handling Landlord in terms all types of projects related
works.

Taking care of Daily Report, FM Report, Accruals, Actuals,
MMR and other site related reports.

Raising PR/PO for respective quarter recurring service and
additional requirements as per procurement / BU's approvals.

Taking care complete Vendor management, Monthly Vendor
meetings, publishing vendor performance score card.

Taking care of complete Assets Management for all the
locations Across Gujrat.

Taking care of complete stock management, Inventory
management of FM Stocks requirements.

To upkeep all administration and facilities requirements on
day to day basis with all possible resolutions to maintain
issueless functioning of the campus.

Updating SNAG list and follow up with the vender till it
completes and reporting the same to Facility Manager.
Monthly reports updating.

Coordination of placing of PO's to the concerned vendor for
admin stock/work.

Taking Care of Vendor Management / Vendor Evaluations.

Asset Management for all the HUB's / DC's

Merabo Labs Pvt Ltd. (DealShare)

March,2021

procurement Admin-SCM Expansion & Assets Procurement,
Facilities Management

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Jun,2022

Taking Care of State wise expansion of Warehouses as per
Central Planning / State heads business requirements.

Finding new Facilities onboarding for FC's / DC's as per Ops
requirements.

Taking care of complete Space Management as per business
requirements

Finalizing the complete warehouse planogram as per
operations standards.

Ensuring required modifications be done like vehicle docks,
office layout as per standard Ops designs.

Finalizing properties with LL as per Ops requirements with
State heads-support,

Ensuring All relevant documents like Building compliance
Documents, Fire NOC, CEIG, Metrology, GST, FSSI, Shops
Establishment Certificates as per Operational team
requirement.

Co-coordinating to ensure Insurance of Assets & Inventory
SKU's as per current load & details.

Ensuring Assets allocations like, Pallets, CCTV, Electrical
Infra, Networking etc. as per given check list before Go-Live.

Ensuring required MHE's and other Critical equipment's
Purchase, Repair, AMC / CAMC as per requirements.

Flipspace - Flipspaces Technology Labs Pvt Ltd

Nov 2022

Procurement Executive

- Present

Developing procurement strategy

Reviewing and processing Purchase Order

Negotiation with vendors and contractors

Co-ordinating with Executives and CSC team for on time
delivery of material

Raising PR/PO for respective quarter recurring service and
additional requirements as per procurement / BU's
approvals.

Building good faith and maintaining good business
relationship with vendors and contractors

Preparing Vendor Reconciliation and close their accounts

Preparing Project Reconciliation to evaluate its GM

EDUCATION

Gujarat University Ahmedabad	2019
Bachelor of arts	
Acquired Bachelor of Arts scoring 59%	
Gujarat Board	2015
HSC	
Acquired Higher Secondary Certificate securing 64%	
Gujarat Board	2013
SSC	
Acquired Secondary School Certificate securing 54%	

DECLARATION

I hereby declare that all the above given information are true to the best of my knowledge and belief.