

- Abhijeet Balasaheb Tarde -

Procurement Specialist

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I have 3.2 years of experience as a procurement professional, managing the complete Procure-to-Pay process with SAP technology. I specialize in identifying and leveraging opportunities to enhance operational efficiency. My expertise in procurement optimization allows me to drive meaningful results in my work.

PROFESSIONAL EXPERIENCE

Infosys BPM, Pune • Senior Process Executive

June / 2023 – Present

Project 1-(P2P-Sourcing and procurement)

- **Procurement-to-Pay Expertise:** In-depth understanding of the entire procurement lifecycle, Manage the full procurement process using **ARIBA**, making sure everything runs smoothly and data is correct for issuing **Purchase Orders (PO)**
- To ensure submitted catalog or non-catalog custom form/requisition data is accurate, we use **3-way matching** rule, along with updated commodity/category and supporting **document/contract**
- In the request checking these details - Document type, Entity and Company code, **Vendor**, Payment term, Amount, Term and termination clause, **Anti-corruption**, **Sourcing Principal**, **CARA validation**, TRR check.
- Conduct sourcing principal checks by evaluating alternative offers in line with threshold limits to fully understand stakeholder requirements and reasons for supplier selection.
- Perform CARA validation and **TRA checks** to ensure purchase requisitions are complete and compliant with company policies and procedures.
- Circulate finalized contracts or documents for signature via **ADOBE**, ensuring they reach authorized signatories with POA as per the region.
- Create Service Entry Sheets (**SES**) for Purchase Orders exclusively for **P2P vendors** and obtain approval from the service recipient or Support supplier to submit **invoices** on ARIBA portal.
- Prepare **SES** and **GRN** reports to ensure approvals are given by the correct service recipient and share these with the Finance team.
- Onboarding supplier into ARIBA using supplier creation request (**SCR**) and updating supplier profile as per request.
- Managing **External** staff and their contracts under purchase requisition using ARIBA and **Beeline tools**.
- On-boarding and off-boarding of Infosys team member.
- Use the **Service Now** tool to address queries from internal stakeholders and suppliers within the defined SLA.
- Collaborate with **internal stakeholders** to understand their procurement needs, offering assistance and guidance on critical and urgent request, how to utilize ARIBA for submitting new requests or amending, extending existing orders/contracts as required.
- Provide guidance to users on checking the status of submitted requests or locating their **purchase orders** and **Invoices**.
- Manage shared team **email boxes** and respond each and every email within a timely manner.
- Creating purchase requisition (**PR**), ARIBA Intake Form (**AIF**), Blanket Purchase order (**BPO**), Coversheet (**CSN**), contract workspace (**CW**) and Contract Creation request (**CCR**) for APAC region.

- Weekly/Monthly connect with client on open and ongoing topic.
- Prepare and share different report with client and internal controlling team.
- Creating monthly quality report and share with compliance team.

Project 2-

- Proficient in **SAP ERP**, creating **Purchase orders(PO)** and ensuing on-time delivery to correct warehouse location
- Configured various types of purchasing document, including **Purchase Requisition (PR)**, **Purchase Orders (PO)** and **Contracts**.
- As a Buyer, responsible for purchasing activities across various category, including catalogues, non-catalogues items and services.
- Expertise in resolving issue related to **master data**
- Handling emergency orders and effectively interacting with various **supplier and vendor**
- Utilized the **EDMT tool** for making necessary changes to Purchase order
- Worked on **RTB** and **web Cycle request**

S2P Service Desk L1 Support (SERVICE NOW)

- Worked for Global **S2P service desk**.
- Understand the queries raised by end users and provide **L1 support** within the SLA.
- Assigning tickets to respective teams for **L2 support**.
- Checking all pending tickets and taking follow ups from individual/ team.
- Queries related to **ARIBA**, **Invoice status**, **Payment status**, **IBLOX**.
- Check and provide access to end users for internal applications in **LIAM tool**.
- Preparing quarry **reports** on a weekly basis.

VA Engineering Pvt Ltd, Aurangabad.

Nov / 2021 – June / 2023

- Float the **RFQ** with different suppliers, conduct technical discussions regarding the requirement, get quotation/time line, negotiate, and finalize the order.
- **Converting PR to PO**. Follow up till final delivery of goods and service.
- Experience in **direct** and **indirect purchase**.
- **Supplier quality assurance** and performance tracking.
- Follow up with vendors to ensure timely delivery of materials to the correct warehouse location and update the status of materials.

EDUCATION

Bachelor of engineering (B.E Electrical) • College of engineering Ambajogai, BAMU university
Aurangabad-July 2016 - June2020

SKILLS

Soft Skills

- Communications
- Analytical and Problem-Solving
- Procurement and Sourcing
- Process Improvement
- Vendor Management
- Leadership and Teamwork
- Time management
- Detail-oriented and able to handle multiple tasks simultaneously

TECHNICAL

- SAP ARIBA
- Service Now
- Beeline Tool
- ADOBE Sign
- SAP ERP (Procurement Module MM)
- IBLOX
- EDMT Tool
- Microsoft Excel
- Citrix server

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

Place: Pune, Maharashtra

Date:

Abhijeet Tarde
