CURRICULUM VITAE

**Ajit R Badiger Mob:** +918088557136

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**OBJECTIVE:**

To work in an organization that will give me a platform to utilize my technical skill and enrich my knowledge in the process to help in corporate growth with my initiative and managerial skill and to excel in the dynamic corporate environment.

**EDUCATION:**

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| --- | --- | --- | --- |
| BE Mechanical | 2019 | AITM Belagavi | VTU |
| PUC | 2015 | Sai Nikitan PU Science College, Mudhol | State Board |
| SSLC | 2013 | Government High School, Uttur | State Board |

**PROFESSIONALSYNOPSIS:**

* SAP ECC 6.0 MM ad SAP Ariab Trained professional.
* 2+ year experience in procurement to pay, sourcing and contracting, Supplier Due Diligence.
* Currently working with **TATA CONSULATANCY SERVICES (TCS**) and have worked with a client **BOEING** company.
* Hands on Procurement to Pay (P2P), Contract Management, Sourcing Activities, Vendor on-boarding.

**OCCUPATIONALCONTOUR:**

**Company : TATA CONSULATANCY SERVICES for the Boeing Company**

**Designation: Senior Process Associate.**

**Period : Jan-2023 to currently working.**

**Employment History:**

Period: Jan-2023 to currently working.

**SENIOR PROCESS ASSOCIATE, TATA CONSULATANCY SERVICES, BENGALURU**

**Roles & Responsibilities: ( Jan 2024 – Jan 2025)**

* Supplier Due Diligence is Well known
* Due Diligence Request will be received on email.
* Check if Organization is in High-Risk Countries If Yes, proceed with Due Diligence Process (High-Risk Countries can be found High-Risk Country)
* If not check the Value of Contract, if it is greater than or equal to 10000 GBP, proceed with Due Diligence Process.
* If the organization is not in High-Risk Countries and Contract value is less than 10000 GBP, ask requester to perform Desk Research.
* In case, the supplier is an individual or UK's higher education institutions/ other state-run bodies, Due Diligence Process is not required for them and we will ask Requester can do desk research.
* Check if request has all required details.
* Follow-up for missing information from requester - if any
* Upon receipt of complete request, check if valid report is available in the SharePoint and credit safe portal for both Credit Safe & Ethical screening.
* If report is available, send the report to requester.
* Save copy of report on SharePoint.
* If report is not available on Credit Safe Portal and SharePoint ask requester to create a PO following the guidelines given in Due Diligence Request Form.
* Once we received the PO details from requester we will Place a new request for report on Credit Safe Portal and Order Book.
* Once we received the reports from credit safe and ethical team we will forward it to requester.
* Update the Tracker with details of Report received date.
* Save copy of report on SharePoint.
* Upon receipt of email containing Invoice due for payment, validate the information in the excel tracker & ensure report against said PO is received
* Forward Invoice to requester for Payment
* Maintain the tracker with Organization Name, PO and invoice details.
* Ensure Payment is made to credit safe and Ethical Consumer.
* If the Organization does not have the website, ask requester to complete the "Ethical Consumer Screenings Questionnaire form.
* Update the Google Drive Sheet "British Council Order Book" with details like request date, country name, organization’s name, website details, turnaround
* time, cost of report, PO number, requester's name and contact details.
* Inform requester about the TAT of the report and its charges
* Ensure the report availability date is updated in Google Drive Sheet: "Order Book"
* In case there is any significant change in date of delivery, inform the requester.
* Where PO is already created and Organization’s Screening / Due Diligence Report is available without requesting for the new one. ask requester to cancel the PO

**Roles & Responsibilities: ( Jan 2023 – Jan 2024)**

* + Well known to Procurement to Pay (P2P) cycle.
  + Purchase order follow-up with supplier on pending orders.
  + Handling the Purchasing Process: quotation comparisons, Price comparisons and creation of purchase order.
  + Inviting suppliers to participate in tenders to verify the best prices and quality results for sourcing and contracting.
  + Creation/Extension/Amendment of contract/Price/Framework Agreement and dispatch for Docusign for signatures from internal business partners and these are uploaded to SRM.
  + Worked on different SAP MM, SAP Ariba, Maximo, G-SEP, FIORI, SPVR, FOOTPRINT application.
  + Involving in SOP creation for IT process, Approved and signed by the clients.
  + Providing on the job training to new joiners.
  + Pro-active follow-ups on unresolved cases to get the resolution.
  + Resolving customer/vendor/requestors quires through phone calls and emails.
  + Regular follow-up with end user and supplier to know the delivery Status.
  + Regular monthly, By weekly, weekly meetings with vendors, requestors, supply mangers, warehouse and business unit issue.
  + Providing the data report on daily/weekly/monthly basis to the team lead.
  + Query handling-Assist requestors with their queries related to PO status, stock issue payment term issue.
  + Purchase order Amendments/closers in SAP.
  + Validation of the multiple quotation and take the approval from requestors.
  + Collecting the new supplier’s information for vendor on-boarding.
  + Having good knowledge on negation part.
  + Handling Vendor on-boarding
  + Handling and checking the internal Q&C.
  + Helping to the team members any issues for PR’s and vendor issues.

**COMPUTER SKILLSET:**

* SAP MM module ( ECC 6.0)
* M.S Office (Ms Excel, Ms word &PowerPoint)

**PERSONALPROFILE:**

* **Date of Birth :** 7 April 1997
* **Language :** English, Hindi, Telagu, Kannada
* **Nationality :** Indian
* **Permanent address:** WD-5 Anand Nagar Mudhol Near to Om Shanti Mudhol -587313.

**DECLARATION:**

I hereby declare that the details furnished above are true and best of my knowledge and belief.

**Ajit R Badiger**