RINA V. SARODE   **Email: rinasarode09@gmail.com**
(B.E – E & TC)   **Contact No.:+91 9527062981**
Designation: Purchase Engineer & Asset Admin   Total Experience.: 5 yrs. & 4 months

CAREER OBJECTIVE:

Willing to work in growth-oriented organization to do an assignment with challenges in IT Asset & Purchase (Procurement) field where I'll utilize my true potential, sense of responsibility and willingness to work hard in a challenging environment with a purpose of growth, knowledge, and creativity to achieve organization goal.

PROFESSIONAL SYNOPSIS:

➢ **Proven working experience in Procurement & IT Assets Management like Laptop, Desktop, Monitor, Mac-Book, and all types of IT peripherals etc.**

➢ Purchase related all responsibility like RFQ, quotation Comparison, Costing, price negotiation with vendor, selection of vendor, order finalization, and vendor follow up for on time material delivery and monitor the vendor payments as per PO terms.

➢ Knowledge of vendor sourcing, vendor analysis, vendor development & vendor rating.

➢ Preparation of MIS report, monitoring generation PO's & material deliveries, playing active role in material quality, delivery & payments related issues,

➢ Proficiency in managing the complete activity **P2P, S2C, & PPAP cycle & 2-way or 3-way matching & accounts payables**.

WORK EXPERIENCE:

1] KPIT Technologies Ltd (on roll of VDA Infosolutions pvt ltd.)
   Designation   : IT Asset Admin
   Work Duration: Aug 2021 to Present
   Work Profile:

➢ Responsibility of procurement planning, Order generation, Material follow-up, Asset management & asset allocation.

➢ Responsible for asset installation like asset allocation, De-allocation on Asset Tracker.

➢ Maintaining END TO END life cycle of Asset.

➢ Responsible for resigning employee-asset clearance.

➢ Monitoring IT Asset inward, outward register on daily basis.

➢ Responsible for Stock Report, New Joinee Report & Exit dashboard.

➢ Responsible for physical stock audits, PAV (physical asset verification).

➢ Asset tag creation for spares. Spares allocation, deallocation & spares replacement.

➢ Providing asset verification inventory for outstation assets and updating records.

➢ Responsible for receiving, Inspection, Tagging, updating in database, distributing of material.

➢ Work in a team-based, highly collaborative environment.

➢ Work well under pressure and around tight deadlines.

➢ Have advanced experience with the MS Office applications suite (Word, Excel, PowerPoint)

➢ Creating pivot tables, create and run queries and reports, create, edit, and format Word documents.

➢ Support all Hardware audits (internal and external) including mitigating any risks identified.

➢ Handling store for all goods purchased & issuing the available stock to related project.

➢ IT NOC clearance and exit process.

- Logging call with Vendor for any hardware fault under warranty or AMC.
- Responsible to raise PR for damage laptop.
- Taking follow up with HR team for FIR cases about asset recovery.
- Responsible to process on Lost and missing cases.
- Responsible for Spare Consumable Inventory Record
- Updating assets in asset register with the help of IMAC data. Providing updated live asset data and store data.
- Responsible to complete transaction globally.
- Maintaining all Documents, Evidence for Internal and External Audits.
- Daily asset transaction report & Exit Dashboard (Clearance report)
- Responsible for Stock Dashboard, allocation & New Joinee Report.
- Responsible for Exit Dashboard (Clearance report)

2] Mahindra & Mahindra Ltd (on roll of Progressive Infovision pvt ltd.)
Designation   : Asset Engineer -Purchase
Work Duration   : Feb 19 to Aug 21
Work Profile:

- Driving the sourcing plan, leading supplier selection, and ensuring adherence to the Business Procurement strategy
- Leading the organization, planning and execution of multiple highly complex projects across multiple business units, focused on improving supply base performance, quality and cost savings efforts driving the analysis and deliverables concurrently within the project funnel.
- Procurements of Laptop, Desktop, Monitor, Mac-Book, workstations, and all types of IT peripherals etc.
- Price negotiation with key vendors by comparative study of quotations, cost analysis and finalization of rate contracts for high volume items.
- Price Negotiation with vendors by comparative study of quotations, technical analysis, costing and finalization of vendor.
- Finalizing Asset contract like AMC (Annual Maintenance contract)
- Responsible for managing relationships & negotiating with key accounts payables.
- Coordinating with user & store departments and arrange for the material on time. Timely review of long delivery Inward materials and take necessary action to reduce delivery time for inventory control or bottleneck in production.

3]Landmark Techage pvt ltd.
Designation   : IT Asset Engineer (Purchase)
Work Duration   : June 2018 to Feb 2019
Work Profile:

- **Experience in Procurement** all types of IT Assets like laptop, desktop, Monitor, Workstations & services as per the Project requirements.
- Responsibilities of SAP Procurement, RFQ (Request for quotation), quotation comparison, PO generation, Order execution, material follow-up with vendor & vendor payable.
- Proper screening of requisition given by production department before proceeding with procurement activities.
- Administrator bidding process & contracts (e.g. Prepare specifications, evaluate bids, recommended vendors, Quotation comparison, vendor finalization etc.)
- Monitoring & review the vendor's performance and initiate actions for improvement & development of alternate source.

- Maintain a database of approved suppliers & purchase related documents for vendor performance & vendor rating.
- Global Sourcing, develop vendor ecosystem and sourcing management process.
- Plan and order in co-ordination with PPC/QA and MRP to achieve timely deliveries of various orders & timely review of slow moving (Inward) materials and take necessary action for inventory control or bottleneck in production.
- Carry out process improvements at supplier's end to improve incoming material quality & PPM levels and monitoring the excess inventory & playing active role in quality & delivery related issues.

EDUCATIONAL QUALIFICATION:
- Degree in Electronics & Telecommunication from 2015 to 2018. (Marks: 73%)
- Diploma in Electronics & Telecommunication from 2013 to 2015. (Marks: 75%)

ACADEMIC PROJECT & COURSES:
- A Mosquito and insect repellent device at Jigyasa Research center, Nagpur
- Water Level Indicator at Kadam Marketing
- MCSA (Microsoft Certified Solutions Associate)
- CCNA (Cisco Certified Network Associate)

KEY SKILL:
- Talent in strong negotiations & networking.
- Self-motivated, Positive attitude, Hardworking & ability to work under pressure.
- Aptitude in decision making, strong planning & working with numbers.
- Strong knowledge of process working software like Asset Tracker, Service NOW, service center, SAP, Assist, iServe & MS Office, Excel etc.

EXTRA-CURRICULAR ACTIVITIES:
- Winner at State Level kho-kho Tournament, Participated in NCC Rank SGT.
- First Prize-"Project Competition" &"Poster Competition" at NIT College.
- First Prize-"Dance Competition" at NIT College.
- Got Award from KPIT on activity planning with FLM.
- Got Shine connect award from KPIT technology.
- Got best Employee award from VDA InfoSolutions

PERSONAL STRENGTH:
- Good listener & Learner.
- Innovative & Positive thinking.
- Good Leadership & team handling skill.
- Time Management.
- Work under Pressure.

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

Place: Pune   **Signature**
Date: Rina V. Sarode