



ROHAN BHATKANDE

Procurement Executive

Trustworthy Procurement Executive with 2 years of practical experience and dedicated work ethic. Self-motivated to consistency provide first-class results in line with stringent targets and deadlines.

Contact

Phone

9113589029

Email

rohanbhatkande04@gmail.com

Address

#165 Gokak Rural Ghatprabha
Belgaum

Education

2020

Bachelor of commerce

Gogte Collage of commerce

2018

Diploma

Department of Technical education
Bangalore

Skills

- S2P Process
- P2P Process
- SAP MM
- Procurement
- vendor Management
- V-Lookup
- MS-Excel
- MS-Office
- Strong negotiation skills
- Impeccable time management
- Strategic thinking
- Supply chain management
- Material management
- Vendor development
- Purchase planning

Additional information

DOB: 18 January 1998

Languages

English, Hindi, kannada, Marathi

Experience

Dec 2022 - Apr 2023

QUESS Corp Ltd, Bangalore

Procurement Executive

SAP MM, Procurement to pay, invoice, sourcing, agreement, vendor master data, material master data, release of RFQ follow-up for quotation comparing and finalizing vendor based on the price and other quantitative planning and Procurement of components.

Knowledge of 2-Way and 3-Way matching of PO and invoice and IR/GR.
Maintain the vendor's monthly performance report.

Nov 2020 - Dec 2022

Inoventic Tech solutions, Pune

Procurement Executive

- Good in P2P Cycle (Procure to Pay). Good in Procurement process like Purchase order, goods receipt & invoice verification.
- Reviewing, comparing, analyzing and approving products and services to be purchased.
- Managing inventories and maintaining accurate purchase and pricing records.
- Maintaining and updating supplier information such as qualifications, delivery times, products ranges, etc.
- Have good understanding of business process in SCM (Supply chain management & Logistics)
- 2-Way and 3-Way Matching of PO and invoice and GR/ IR. Coordinating with Vendors/Suppliers.
- Monitoring the contractor's progress and performance to ensure goods and confirm to the contract requirements.
- Preparation of vendor documents, release RFQ, Follow up for quotes, comparing quotes and finalizing the vendor based on price and other quantitative.
- Ensure vendor Follow up for in time Material supply/ Track delivery/ works completion, follow up for bills, track movment of invoices from submission date to payment date.
- Knowledge of carrying out special procurement process stock transport orders, Transfer posting.
- Release Request for Quotation (RFQ) for new materials.
- Maintain the vendor's monthly delivery performance report.
- Release Purchase orders & monthly schedule to vendors based on the purchase requisitions.

Interests & Hobbies

Watching cricket and movies, Cooking, Listening Music