**ALHAD BALKRISHNA TAPALE**

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**SUMMARY**

Steered efforts in Software asset management, Supply chain management, advanced with accent in English communication. A keen communicator with honed interpersonal problem solving and analytical abilities. My key strengths include but are not limited to A Strategic Planner, Software license renewal, SAM, Advanced English communicator, Project Execution, Complain/ Problem Resolution, Master in public speaking and English language communication, Calculative Risk taker along with ensuring all compliance, Excellent in tutoring and language training, Operation Management.

**KEY COMPETENCIES AND SKILLS**

Data handling

Project management

Company/school/education Administration

Change management

Oracle 12,Microsoft excel,outlook,SAP

Public speaking, motivational speaker, counselor

Software asset management, License renewal

SAM pro/ITIL/Software Licensing

Asset management/SLA management

**PROFESSIONAL EXPERIENCE**

**Global Info-Tech Ltd- Pune** worked as **SAM analyst (Order management & License renewals)**

From June 2016 to present dates

* Collect and maintain accurate Software Licensing information in repositories to address budgeting, software compliance & inventory, contracts, and cost.
* Analysis and Quoting – Quote support to sales-Generating quotes for new booking orders and performing renewal Audits, working with the project managers, DevOps, and QA team leads & managers and internal cross team to prioritize and scope schedules releases with completion dates for each phase.
* Good knowledge on ITIL.
* Working on end users requests through day to day activities.
* Providing visibility and control of software licenses through their lifecycle.
* Working on various Publishers such as Microsoft, IBM, Citrix, SAP and Oracle.
* Good knowledge in technical documentation and design process and standards.
* Identify savings opportunities for renewals, software licensing and services. Follow through with vendors and associates to obtain identified saving.
* Manage contract and relationship to maximize value creation and costs for software licensing.
* Collect information for budgeting, software compliance and inventory, contract summaries and cost comparisons.
* Assist in the development of reporting to address management requirements to obtain information.
* Communicate through email, individual discussion, group meetings and presentation to the end users, management and developers.
* Respond to request from end users, managers, developers and team members for specific IT software asset management data information.
* Provide analysis of the software data that can be used to drive key business decisions.
* Ensure existing and planned future usage complies with the use rights.
* Ensure compliance by comparing current and future usage plans with those rights.
* Manage enterprise license true-up and reconciliation. Provide support during software publisher audits.
* Track and ensure notice periods are met for changes and cancellations. Identify savings opportunities through software re-harvesting and license optimization.

**BMC Software India Ltd-Pune** worked as **Order Service Coordinator 3**

From September 2014 to March 2016

* Analysis and Quoting – Quote support to sales-Generating quotes for new booking orders and performing renewal Audits, working with the project managers, DevOps, Dev and QA team leads & managers and internal cross team to prioritize and scope schedules releases with completion dates for each phase.
* Working with sales admin and order management team within international environment..
* Manage customer/partner relationship through transactional basis.
* Key contributor to order management process, team ensuring that the incoming transactions are validated and booked in the system.
* Order status enquiries-Accounting and managerial insight and control.
* Identify savings opportunities for renewals, software licensing and services. Follow through with BMC Software to obtain identified savings, cross functional experience and training received from the respective department.
* Prepare and generate manual Oracle AR invoices as required, prepare docs and facilitate invoicing to EMEA and LA customers, Validate and prepare prepaid deposit balances, alert management to potential balance issues..
* Entering and maintaining information in a database format to address budgeting, software compliance and inventory, contract and costs.
* Process service billings by processing all invoices through Oracle AR, storing documents and information related to projects in the designated locations and filling applications.
* Responding to requests from end users, managers, developers and team members for specific IT software asset management data information.
* Process any credit and rebills and associate invoicing, Ensure projects are set up correctly, Ensure appropriate approvals are in place, ensure correct set up of billing, revenue and cost rule, Service field Organization (Project Managers, Consultants, Area service directors, Regional engagement Managers).
* Manage projects through Accounting review and ensure the field can enter time and expenses on projects; complete and verify open air project set-up once CSOS and PM have updated the project shell; this includes all customer information and project information(tasks, roles, rate cards etc.).
* Ensure all statements of Work (SOWs), Service order forms (SOFs), and contract change orders (CCOs) are in place, Validate all internal approvals are in place and follow up to CSOS or PS fields.
* Be involving AR closes process and ensure Oracle AR ledgers are closed correctly and timely

**Wipro BPS Ltd-Pune** worked as **Sr. Officer/Production Specialist**

From April 2012 to September 2014

* Responsible for working closely with the selected supplier and managing the companies’ procurement activities.
* Resolving disputes and claims with vendors and suppliers.
* Follow local as well as global guideline of indirect purchases, drive indirect spend analysis and explore cost reduction opportunities.
* Planning and management of all activities involved in sourcing and procurement, conversion and all logistic management.
* Drive all cost reduction program for indirect activities, Negotiating better payment terms while raising orders and setting up new suppliers/subcontractors.
* Generating purchase orders as and when inventory levels reach reorder levels. Efficiently managing the inventory level, for ensuring ready availability of material to meet production and deadline targets.
* Handling core and whole process from estimation till order complete in warehouse.
* Delegating projects and tasks to junior staff. Managing commodity cost initiatives.
* Managing the procurement supplier relationships for the company.
* Monitoring data management to keep accurate product and pricing.
* Validating the order closure process for team.
* Sourcing the most affordable materials for the company’s manufacturing process.
* Working to create and promote a safe working environment.
* Insuring to obtain the correct VAT details for various countries. Coordination with suppliers, intermediaries and third party service providers.
* Designed strategic plans for carrier contract negotiations, shipment order handling.
* Follow local as well as global guideline of indirect purchases, drive indirect spend analysis and explore cost reduction opportunities.
* Initiated new training strategies for seasonal and temporary associates which increase productivity and decreased on boarding ramp up period.
* Responsible for providing LA customers best in class customer service including all activities within supply chain organization, which involves managing customer orders from pricing and availability queries through ordering, shipping and invoicing.
* Drive, expedite and deliver priority request, handle/resolve all miss shipment and order discrepancies,
* Ensure all billing, revenue and cost rules are set up correctly allowing for proper billing and correct revenue and cost accounting.
* Conduct induction and knowledge transfer session for new and old employees to help them understand the business process and to assimilate them comfortably in the tem.
* Managing reports, draw the process map, flowcharting and documenting the business process

**Infosys Ltd-Pune** Worked as **Senior Process Executive.**

From September 2011 to February 2012

* Maintain knowledge of all organizational and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors.
* Conducts analysis, requirement gathering ,estimation and reviews the issues and suggest the solution
* Track records for materials and supplies.
* Prepare, maintain and review purchasing order, reports and price lists as well as files.
* Contact suppliers in order to schedule and resolve shortages, late deliveries and other problems.
* Communicate effectively with client, project management and team members.
* Present and discuss work results clearly prepare/review project specific standard
* Manage inventory.
* Track the status of requisitions, contracts and orders.
* Find discrepancies and resolve issues with purchase orders.
* Business object report generation – Detailed product report generation with the help of BO tool, extracting reports using SAP Business Object and Crystal report.

**Onward Technologies Ltd** **Pune** worked as **Data Coordinator**

From September 2010 to September 2011

* Maintain knowledge of all organizational and governmental rules affecting purchases and provide information about these rules to organization staff members and to vendors.
* Conducts analysis, requirement gathering ,estimation and reviews the issues and suggest the solution
* Track records for materials and supplies.
* Prepare, maintain and review purchasing order, reports and price lists as well as files.
* Contact suppliers in order to schedule and resolve shortages, late deliveries and other problems.
* Communicate effectively with client, project management and team members.
* Present and discuss work results clearly prepare/review project specific standard
* Manage inventory.
* Track the status of requisitions, contracts and orders.
* Find discrepancies and resolve issues with purchase orders.
* Working on modules such as Purchase Order (PO), Inventory (INV), as well as working on other SCM modules.

**Achievements**

* Completed Communication skills Training successfully from The beanstalk Academy.
* Have received appreciations from Clients and competitive Managers for conducting the seminar on the subject of English language and its importance in today’s world.
* Gain Two PRAGATI awards for submission of the two projects to the management in Wipro.
* Honored with an increment of recognition of personal performance and contribution, outstanding work and commitment.
* Client recommendation for higher post and the same efficiency work profile in Infosys.
* Having various certificates regarding effective English language communication lectures, seminars, and events organized in corporate sector.

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| **EDUCATIONAL QUALIFICATION** | | |
| **Institute/University** |  | **Degree Obtained** |
| Dr.B.N.PurandareVidyalay,Lonavala-Pune |  | S.S.C |
| New English School,Vadgaon-Pune |  | H.S.C |
| Nowrosjee Wadia Collage-Pune |  | B.A (English) |
| TEFL |  | Distinction |
| Basic and Advance English communication with foreign accent  \*Beanstalk Academy-Pune\* |  | Proficient English speaker |

**PERSONAL DETAILS**

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| **NAME** |
| ALHAD BALKRISHNA TAPALE |
| **Marital status** |
| Married |
| **LANGAUGE KNOWN** |
| Marathi, Hindi, English with accent and German (elementary) |
| **PERMANENT & TEMPARARY ADDRESS** |
| Appai Villa, at post Kanhe, Taluka Maval, Dist-Pune-Next to Tanishka Hotel, **Beside** NH4-pune 412106 # Sneh Sagar apt,Flat-A,3rd floor,Market yard pune-411037 |
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