

Mr. Sudesh Bhagwan Gawas

A/02 Guru Ashray, Katrap Road,

Opp. Monalisa Hotel.

Badlapur (E), 421 503.

Mobile. No- 7276703281

E-mail ID- sudesh.gawas.09@gmail.com

CAREER OBJECTIVE:

Currently looking to pursue a challenging career in purchasing and supply chain management in leading organization where I get opportunity to use my skills and enhance it to contribute constructively in enhancing value of the organization as a whole.

PROFESSIONAL SKILL SET:

➤ **Database :-**

MS-Word; MS-Excel; Advance Excel; ERP Model 88-N

➤ **Certification Course :-**

AutoCAD 2D, Laptop Repairing.

EDUCATIONAL QUALIFICATIONS:-

<u>Qualification</u>	<u>Board/ University</u>	<u>Year of Passing</u>	<u>Percentage/CGPA</u>
B.Sc	Mahatma Gandhi Education	2014	67%
H.S.C	Maharashtra State Board	2010	43.33%
S.S.C	Maharashtra State Board	2008	57.69%

PROFESSIONAL EXPERIENCE: -

LUCKY INTERNATIONAL/ LUCKY-TECH Membranes Pvt Ltd, MumbaiHO.

Position – Purchase Executive, From – 23.11.2022 to Current.

- Procurement of Raw Material (Cement, Aggregate, Sand, Steel, Hardware, Safety, Chemical, Plumbing & Electrical etc.,) Packaging Material; Machineries, Maintenance related material & Stationery.
- Looking after the import export activity.
- Sourcing and Supplier Management: Identify potential suppliers and conduct vendor evaluations.
- Negotiate terms and conditions with suppliers to secure advantageous agreements by Preparing Comparative statement placing the order by preparing Purchase orders.
- Establish and maintain strong relationships with suppliers to ensure on-time delivery and quality products.
- Evaluate supplier quotations and proposals to optimize costs by Preparing Comparative statement between the suppliers with Quality; Price & Lead time.
- Monitor market trends and industry developments to identify cost-saving opportunities.
- Documentation and Compliance: Maintain accurate records of procurement activities; delivery information, and invoices.
- Inventory Management: Manage inventory levels to minimize carrying costs while ensuring material availability and place orders as needed.
- Raising GRN.
- Weekly report submission to management.
- Forwarding invoice to Accounts department for payment.

➤ Viridis BioPharma Pvt Ltd, Mumbai HO.

Position – Purchase Executive, From – 12.04.2021 to 20.11.2022.

- Handling P2P category of domestic direct procurement for Raw/Packaging Material, Maintenance related material & Stationery for various plant locations – Wada Plant; Chunabhatti R&D; Gujarat; Hyderabad.
- Development of alternate vendor for spares, change parts & consumable items of production & packaging machines; pharmaceutical machineries; lab equipment's.
- Negotiation with vendors, price comparison, PO creation in ERP, sharing approved PO & follow up till payment of vendor.
- Coordination between internal stakeholders, Factory team, project management, supply chain team for design, development & order execution of change parts till delivery of material as per project timelines.

- Hands on working experience on ERP 88-N Module, Generating weekly Pending Order Reports & Production Planning report, analysis of ERP data & sharing with accounts & senior management as & when required.
- Periodically analysis of Pending Orders for process improvement & to improve Turnaround time (TAT).
- Dispatching the material, Taking the GRN, Preparing MRN Reports.
- Weekly report submission to management.

• **Chidambaram Ship Care Pvt Ltd., Mumbai, Sewri Branch.**

Position – Purchase Assistance– 23.01.2019 to 01.03.2021.

- Procurement of spares items related to Ship (Vessel) purchase for Chennai; Ranipet SEZ & Mumbai Branch
- Worked on Excel.
- Handled AMC, services, change parts, spares and calibration activity requisitions.
- Developing the new vendors
- Review of Contractor Stock Statement with Project Team.
- Handled Goods receipts (GRN) (MDN) and Goods Issues of all materials received at corporate office.
- Monitor the team's progress, identify shortcomings, and propose improvements.
- Monthly MIS reports – PR / PO report, GRN report, and Savings report.

➤ **Aditya Birla Sun Life Insurance. Thane.**

Position – Underwriter, Indirect procurement – 01.01.2018 to 31.12.2018.

- Data monitoring of Insured person.
- Cross verification of documents.
- Maintaining the records; Preparing MIS Filing and paperwork, responding to complaints from customers

PERSONAL INFORMATION: -

- Date of Birth: 13/12/1991
- Marital Status: Married
- Languages known: English, Marathi, Hindi.
- Interest & Hobbies: Learning new things, making new friends, Nature travelling & photography, Music.

PLACE:- Badlapur

DATE:- 26/09/2025



