

Arun Bidkar

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Profile Synopsis

Procurement Specialist in handling Procure 2 Pay (P2P) process including Sourcing, Vendor follow-ups, Processing Purchase orders, Delivery tracking, GRN, payment and knowledge in Accounts performance. Well experienced in Vendor Management and Contract Management. Working knowledge in platforms like SAP, OneSRM, Oracle Fusion, Personalized ERP System, Tally, Ms Office

Competencies & Skills

Sourcing • CAPEX • Indirect & Direct materials • Negotiations • People Management • Analytical Skills • Performance Improvement • Vendor Management • Reports/ MIS • Contract Management

Projects

- » Supplier Base Optimization -Reduced around 2000 vendors through various levers selected for project
- » SRE4Future project -Completed project on WBS Element for Internal customer
- » PO Clean-up -Validating commercial details in all Requisition/PO
- » Access tracker - Developed tracker for maintaining P2P records at one point with the help of tool expert

Certification & Achievements

- » Achieved certificate on People Management “PINNACLE” through 6 month training on Job
- » Achieved Certificate of Appreciation “Bingo Award” for Best Performer
- » Awarded “Bright Spark” Certificate for first half of year 2017

Education

- » M.Com from Goa University (2011)
- » B.Com from Goa University (2009)

Computer Proficiencies

- » Proficient in MS office (Word, Excel, PowerPoint, Outlook)
- » ERP System: SAP – MM Module, FAS (personalized Accounting System)
- » OneSRM, Oracle Fusion, Tally – 9.0

Professional Experience

Analyst-Vendor Management

Ocwen Financial Solutions Pvt. Ltd. | Nov'18 –Present | Bengaluru, Karnataka

Platform used: Oracle Fusion

- » Perform Order management and purchase order management tasks
- » Software & Hardware request purchases and Renewals of upcoming software licenses
- » Demonstrated problem solving, analytical, and negotiation skills
- » Lead upcoming contracts and on-demand tasks
- » Partner with procurement and legal in getting the contracts signed while ensuring business flexibility and minimizing risk
- » Execute best practices and processes for managing technology suppliers and vendors, with focus on performance of Hardware, Software and Software as a Service providers
- » Clearing vendor invoice for payment with approval from stakeholders
- » Identifying improvement within the process and having a lean process

Buying Professional

Siemens Technology and Services Pvt. Ltd. | Mar'15 – Oct'18 | Bengaluru, Karnataka

Siemens Ltd. | Goa

Platform used: SAP (MM module), OneSRM

- » Handling Procurement Operations activity for India (Indirect Material) and UAE Region (Direct Material)
- » Communicating and attending weekly calls with customer for understanding the requirement and resolving issues
- » Negotiating with vendor for best price, terms & conditions and on-time delivery
- » Evaluating supplier offers for bestmatch
- » Converting frequent procured products into catalogue items for faster procurement
- » Review of Contract Matrix updating & Create/Renew/Extend expired contract
- » Handling Audit queries and arranging documents required by Audit team
- » Processing purchase orders for suppliers and maintain thorough records of orders
- » Handled a team of Procurement Specialist
- » Clearing open GR/IR on time
- » Coordinating with AP in clearing vendor's payment
- » Taking Compliance approval whenever necessary

Jr. Officer

V. M. Salgaocar & Brother Pvt. Ltd. | Aug'12 – 6th Dec'14 | Verna, Goa

Platform used: FAS –Personalized ERP system

- » Leading the Central Operational Procurement team for creating and managing Purchase Orders across Organization
- » Timely Closure of the Blanket Purchase order as per the business requirement
- » Tracking and Reporting the Purchaser Order Volume to Management
- » Coordinating with Purchase team for vendor payment and updating vendor statement in FAS
- » Auditing the Purchase orders created by Team and validating the accuracy
- » Reviewed orders for accuracy

Assistant

Goldy Circlips & Retainer Rings | Jun'11 – Jul'12 | Verna, Goa

Platform used: Tally 9.0

- » Resolve accounting discrepancies and irregularities
- » Interact with Auditors in completing audits
- » Availment of Cenvat credit on purchase bills; Obtaining C-Forms online on quarterly basis
- » Preparing & Processing of Invoices, customer's statements and vouchers
- » Handling following Indirect Taxes: VAT/Sales Tax, Calculating. Payment, Filling Returns, Excise Duty Calculating. Payment. Filling Returns
- » Monthly bank reconciliations and maintaining Payroll of Employees; Petty Cash
- » Maintaining all the records such as Purchases, Sales, Payments, Receipts, VAT, etc.

Personal Information

- » Date of Birth : 28th Jun 1989
- » Gender : Male
- » Marital Status: Single

Languages Known

- » English, Hindi, Marathi, Konkani.

Date:

Place:

(Signature)