

SARIKA NARAVADE

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📞 +918080203305

📍 Pune 411006

SUMMARY

- Dedicated and detail-oriented Procurement Practice Associate with expertise in end-to-end Purchase Requisition (PR) to Purchase Order (PO) processes. Proven track record in efficiently managing and streamlining workflows to ensure timely and accurate procurement transactions. Adept at collaborating with cross-functional teams to gather requirements, analyze needs, and execute effective procurement strategies.
- Specialized in Three-Way Match Invoice Processing, employing meticulous attention to detail to reconcile invoices, purchase orders, and delivery receipts. Skilled in identifying discrepancies and implementing corrective actions to maintain financial accuracy and compliance.

SKILLS

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|--|------------------------------------|---------------------------|
| • Order Processing and Management | • Efficiency Improvement | • Security Understanding |
| • Three Way Match and Invoice Verification | • Pipeline Management | • Document Preparation |
| • Delivery Management | • Cross-Functional Team Leadership | • Finance |
| • Shipment Tracking and Customs Clearance Assistance | • Operational Excellence | • Complaint Management |
| • RFQ Data Analysis and Generation | • Data Review | • Order Fulfillment |
| • Purchasing (Procurement) | • Data Tracking | • Complex Problem-Solving |
| • Stakeholder Management | • Coaching and Mentoring | |

TECHNICAL PROFICIENCY

- **Applications:** SAP, ARIBA, MS-CIT ,RICON
- **Microsoft Office Suite:** MS Word, Excel, PowerPoint

EXPERIENCE

05/2022 -
Current

Sr. Associate, Accenture, Mumbai, IN

- Working with business leaders who have identified a business need or requirement to identify, source, contract, and procure the needed good or service from qualified suppliers
- Contacting to End User or Vendor via phone, e-mail or chat and assist them as per requirement
- Purchasing Repair and Services
- Following expediting process to meet the expected delivery of material
- Managing supplier performance (monthly, quarterly, half yearly, annual)
- Resolving disputes and claims with vendors and suppliers
- Implement procurement strategy and policies
- Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of new products
- Negotiate pricing and purchase goods and ensure delivery in a timely manner.
- Pool PR report from SAP using T code ME5A
- Flip PR into PO using T code ME21N

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06/2018 -
05/2022

Sr.Process Executive, INFOSYS BPM SVS PVT LTD, Pune, IN

- Expertly support and manage day to day purchasing operation strategically source new vendor and manage existing vendor relationship for all indirect material services and equipment
- Successfully sourced and secured goods and services such as raw materials direct production components and tooling
- Purchasing Repair and Services, RFQ and PO Creation
- Contacting to End User or Vendor via phone, e-mail or chat and assist them as per requirement
- Resolving disputes and claims with vendors and suppliers
- Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of new products
- Negotiate pricing and purchase goods and ensure delivery in a timely manner
- Implement procurement strategy and policies.
- Resolved issues arising from process changes in a timely manner.
- Monitored performance metrics to evaluate effectiveness of established procedures.

EDUCATION AND TRAINING

01/2020

M.B.A(FINANCE), Finance

PUNE UNIVERSITY, AISSMS Collage ,Pune Station,Pune

01/2017

B.B.A, Finance

PUNE UNIVERSITY, Ahmednagar Collage, Ahmednagar

ACCOMPLISHMENTS

- Commended for punctuality and effective task management, earning recognition through R & R Awards.
- Accomplished T101 Accounts Receivable Certification.
- Recognized for achieving milestones and contributing to the overall success of the team.

PERSONAL DETAILS

Date of Birth : 18th Feb. 1995

languages Known : English ,Hindi, Marathi

Nationality : Indian