

RAKESH V

Procurement Practice Associate

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Banglore Karnataka

PROFILE INFO

Procurement Associate with expertise in managing end-to-end procurement process including, requisition management, purchase order management, invoice validation, payment processing and three way matching adept at generating reports and collaborating with cross functional teams to enhance procurement operations

SKILLS

- Procurement
- Supply chain management
- SAP HANA
- Vendor Management
- Problem Solving
- MX Excel
- ME Tool
- Query resolution

RECOGNITION

Recognition received for outstanding accomplishment for quick turn around in PO management process- Infosys

LANGUAGES

- English (Fluent)
- Kannada (Fluent)
- Hindi (Intermediate)
- Telugu (Intermediate)



EDUCATION

2017
2020

Bachelors of Commerce
Banglore University

Graduated with First class CGPA recognizing academic excellence.

GPA: 6.5/10

2015
2017

Pre-university College
Karnataka state education board

Graduated with highest honors, recognizing academic excellence.

Percentage: 87%



EXPERIENCE

JAN 2022
AUG 2023

Procurement Assistant accountant
Infosys BPM

- Streamlined the Purchase order Management
- PR to PO conversion for Direct and indirect material
- negotiating with suppliers and vendors to secure advantageous terms
- Publishing monthly material stock report.
- Handling Purchase order disputes
- Developed and maintained relationship with vendors suppliers and other procurement stakeholders
- Approving purchasing order and organizing and confirming delivery of goods and services
- Reviewing existing contracts with suppliers and vendors to ensure on-going feasibility

Sept 2023 Procurement Associate

Till date Accenture Services PVT LTD
(IFFCO Dubai)

- Processed purchase requisition (PR) into Purchase order (PO) for direct and indirect materials
- issuing PO's to supplier, expedited deliveries and executed PO amendments
- Creating contracts as per the slab rates MOQ's assisted in contract management
- sourcing and engaging reliable suppliers and vendors
- Handling OTM process for the seamless customs clearance of goods and materials
- Return PO creation for rejected materials by quality team
- GRN process for direct and indirect material
- Freight order booking and Material tracking for direct and indirect material
- Applying Insurance for sea/Air shipments