**CURRICULUM VITAE**

 **PRASAD. DINESH. SAWARATKAR**

 **E-mail id**- sawaratkar.prasad@gmail.com

 **Contact**# +91 9930078757

|  |
| --- |
|  **PROFESSIONAL EXPERIENCE** |

**Currently Employed: Orange Business Services India MSC**

**Procurement Specialist -Asia Pacific Region {Procurement, Vendor & Supply Chain Management}**

 **(Jan 2016 till date)**

**Roles and Responsibility**

* Validating/Processing service order request provide by Pre-Sales Team for procuring and implementing purchasing strategies from vendors situated in APAC region.
* Managing & driving the End to End Order to Bill Cycle for Key B2B Accounts of APAC.
* Negotiating with vendors for better pricing, payment term, INCOTERM, delivery turnaround time Vendors include Cisco, Riverbed, Avaya, Alcatel, Polycom, EMC, Meraki, Palo Alto
* Preparing purchase requisition (Purchase Order) in Oracle, Quote validation’s, Performing Oracle entries (Receipting, Inter-org, RTV, Returns, Inter-lot etc.), Release payment to vendor, invoicing the customer.
* Placing PO to supplier situated globally & responsible for entire end to end delivery to direct customer or Warehouse in case of indirect delivery with due diligence
* Checking on Compliance maintained while dealing with Orange Entities
* SPOC for weekly call with Accounts Payable team, Resolving billing queries for team.
* Coordinating with Project Manager’s, Customer’s, Supplier’s, Warehouse Team, 3PL partners, Logistics Controller, Field Engineer’s, Accounts Payable Team, Billing Team and Sourcing Team.
* Responsibilities also include Order Planning, Coordinating & Communicating with Internal & External stakeholders.
* Performing Stock reconciling of warehouse quarterly/annually maintaining accuracy in ORACLE stock.
* Scheduling & Hosting UAT calls to enhance new development’s for Automation.
* Unbilled Discrepancy Monitoring and resolving any unbilled query within the team.
* Scheduling/ Assigning Field Engineers for project tasks i.e. Site survey, Staging, installation, de-installation etc.
* Hosting weekly calls with vendors (SPOC for vendor calls for CISCO & Westcon).
* Administration of contract database and maintaining records in clarify to ensure contractual compliance by suppliers and customer.
* Publishing the weekly & monthly reports to management (Reports include Status of requisition, Open PO, Billing Process, Billing rejection etc.) Preparation of RCA for escalation.

**GATI Kintetsu Express PVT Ltd (Executive Warehouse & Supply Chain Management)**

**(Warehouse Management) (Vendor Management)(Logistics Management)**

**(E-Commerce & Cold Chain Operations Management)**

 **(April 2013 To Dec 2015)**

* Inventory Management TAJ Mahal Hotel & Tom Tom Accounts for Gati KWE.
* E-Commerce & Cold chain operations of Snap deal & Fuji Film’s performing GRN, Put-away, Picking, Packing, Manifesting, Invoicing & RTO.
* Monitoring/ Processing goods inward receipt of material & outward in WMS.
* Preparing Customer Invoices in Tally .
* Responsible for coordinating with the Vendors & Vendor Management.
* Coordinating with GATI Import & export team (Central Inventory Manager/ Planner).
* Responsible for entire dispatch activity ( Consisting of Segregating orders as per

 the hotel, generating pick list in WMS, getting it picked and checked).

* Conducting daily cycle count and monthly Stock reconciliation for physical & System inventory accuracy.
* Preparing MIS report of Inward, Outward, Sales Return & Purchase return to Inventory team.
* Managing a team of 4 Associates & 7 Handlers.

**Franklin Templeton Investments (Marketing)**

**Business Development Executive (Private Banking/IFA’s)**

 **(August 2011 to February 2013)**

* Meeting the Banking Staff, IFA’s keeping them updated on share markets.
* Assisting in financial planning for the clients.
* Ensuring quality of business & target achievement.
* Formulating & implementing business plans and strategies.

**Birla Sun life Asset & Wealth Management (Marketing)**

**(Sales Associate) (Public & Private Banks)**

 **(June 2010 to July 2011)**

* Meeting the Public & Private Banking Staff keeping them updated on share markets.

|  |
| --- |
| **EDUCATIONAL QUALIFICATION** |

* **Graduate from University Of Mumbai in Bachelors of Commerce (March 2010)**
* **2 years PGDM (Supply Chain Management) from Welingkar Institute of Management, Mumbai.**

|  |
| --- |
| **TECHNICAL PROFICIENCY** |

* **Oracle, SAP MM module, ERP 2009Uniware, MS Excel, PowerPoint, Tally 6.3, WMS,**
* **I-Procurement & Basic knowledge of SQL .**

|  |
| --- |
| **PERSONAL DETAILS** |

* **Languages Known & Marital Status** : **English, Hindi & Marathi / Married**