**Parisnath Nemeenath Sagare **

*Present Address: Flat No. 401, Grace Homes Apartments, Masoba vasti, Kesav Nagar Manjari Road, Manjari –Pune 411036, Maharashtra India.*

*Mob: - 9096.8662.02 Email: - paris.sagare@yahoo.com*

**CAREER OBJECTIVE:**

*Prefer to work in a challenging environment, where my knowledge and skills can be applied in the best way to prove my capability to the utmost satisfaction of my superiors. Also to prove myself dedicated, worth full and energetic as a staff in a progressive organization and to be part of a team that dynamically works towards success and growth of the organization.*

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| *Employment History:* |

***Working with Rockwell Automation, Pune as Project Administrator from 13th Nov 2017 to till the date.***

***Key Responsibilities***

* *Responsible for Intercompany and 3rd party purchasing of Engineering/mechanical, IT software items and Indirect Materials.*
* *Working on contract creation for different type of contract in SAP and taking necessary action to deliver the part on time as per customer requirement by using necessary shipping priority and providing tracking information for each part.*
* *Handling PR to PO along with order expedite and taking follow up with particular till the parts are shipped.*
* *Verify purchase requisitions before processing purchase order in terms of Parts, part description, prices, payment terms, INCO terms etc.*
* *Material return, Change orders, Cancellation are secondary responsibilities.*
* *Liaise with supplier to expedite order on the daily basis and ensure material planners/requisitions are aware of any problem with supply of the goods and services.*
* *Assigning the daily task to the team member and Handle the calls and queries of the internal and external stakeholders of the company and resolve them.*
* *Prepare the team for ISO and internal audits, ensuring the completeness of SOP, awareness of quality matrix and standards.*
* *Working on US, Canada, EMEA and Asia Pacific region.*
* *Maintain the SLA and deliveries of the project.*

***Worked with Gfi Informatique India Private Limited, Pune as Senior Associate (Procurement and accounting) from 4 June 2012 to 31st Oct 2017.***

***Client: Mannia Corporation***

***Key Responsibilities***

* ***In Procurement***
* *Negotiation for terms of delivery (Inco terms) & payment terms.*
* *Issuing purchase orders to agency as well non-agency suppliers after necessary management approval for leading markets brands HP Compaq, Cisco,HMT, GE healthcare, Atlas Copco, Grove, Thermoking, Nashuatec, GM, Subaru, Siemens, Mascagni, Milliken, Compare, White Westing House, Bitumat, Standard ship spares, Jordan Bituminous, Saudi leather etc.*
* *Follow up of orders and readiness of shipment with suppliers.*
* *Appointing freight forwarders & coordinating with them for arranging shipments from different destinations after comparing the freight quotes received from forwarders.*
* *Coordinate logistic activities related to inbound and outbound consignments.*
* *Coordinate logistic requirement associated with project implementation.*
* *Checking and processing logistic invoices for payments.*
* *Assist in processing procurement requests, issuing inquiry, preparing comparative statement and processing Purchase orders for supervisory approval.*
* *Checking deliveries and invoices against purchase orders for type, quantity and condition. Processes bills and invoices from vendors and contractors and prepares payment vouchers*
* *Maintains purchasing records.  Maintains supplier catalogs and performance reports for vendor evaluation*
* *Placing online order for Hewlett Packard, Ricoh International, EMC Corporation*
* ***In Accounting***
* *Monthly Bank Reconciliation*
* *Supplier Account Creation*
* *Prepayment & Settlement Payment*
* *Matching different payment receipt*
* *Supplier creation in Oracle*
* *Supplier Site creation in Oracle*
* *Bank Details creation in Oracle*

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| *Education* |

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| *Course* | *School / College* | *Board/ University* | *Year Of Passing* | *Class* |
| *MBA*  *Finance* | *Siddhant Institute of Business Management, Pune* | *Pune*  *University* | *2013* | *Higher second class* |
| *B.Com* | *M.S. University* | *Gujarat University* | *May 2009* | *Pass Class* |
| *H.S.C*  *(commerce)* | *S.V.M.Ankleshwer* | *Gujarat Board* | *FEB-2006* | *First Class* |
| *S.S.C* | *S.V.M.Ankleshwer* | *Gujarat Board* | *MAY-2002* | *First Class* |

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| *Strengths & Skills:* |

* *Hands of experience working with Oracle based ERP & SAP MM*
* *Proficiency in computer (MS Office), email (Outlook) and Skype Lync Business.*
* *Foresight, creativity and idea implementation.*
* *Excellent Team player and ability to work under pressure.*
* *Hardworking and flexible in all situations.*
* *Assisting others in team, proper guidance’s and solving problems effectively.*

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| *Personal Profile :* |

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| *Permanent Address* | *E-20, Pramukh Park Society, Gadhkhol patiya , Ankleshwar ,*  *Dist: Bharuch Gujarat - 393001* |
| *Contact Number* | *+91.9096.8662.02* |
| *Date of Birth* | *10/11/1986* |
| *Gender* | *Male* |
| *E-mail* | [paris.sagare@yahoo.com](mailto:paris.sagare@yahoo.com) |
| *Known Languages* | *English, Hindi, Marathi, Guajarati, Kannad, Bhojpuri* |

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| *Declaration :* |

*I hereby declare that the above-mentioned information is true to the best of my knowledge.*

*Date: Parisnath N. Sagare*