

# DHANANJAY POKALE

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S NO. 132/4, Near Water Tank, Gurudwara Road, Walekarwadi,  
Akurdi, Pune, Maharashtra-411033

## PERSONAL SUMMARY

Enthusiastically aiming to utilize 4.11 years of related experience to a role within a dynamic team to develop new supply sources to improve cost competitiveness and be the conduit between the company and the supplier.

## SKILLS

- Purchase/Procurement
- OPEX/CAPEX/Direct & Indirect
- Incoterms/Payment Terms
- Negotiation /Communication
- Export/Import knowledge
- SAP R/3
- CRM – Wizzynergy ERP
- CATIA V5
- Creo 1.0
- AutoCAD 2018

## SAP MM EXPOSURE

- Experienced Procurement SAP MM Professional. Knowledge of MM organization elements and assignment to overall structure.
- Enterprise structure, P2P cycle, Material Master, Vendor Master, Good Receipt, Invoice verification. Service master etc.
- Creating purchasing documents such as PR, RFQ, PO, Contracts and Scheduling agreement.
- Maintain Purchasing Info record and Source List.
- Release strategy for purchase order and purchase Requisition, Automatic Account Determination.
- Pricing procedure, Material Valuation, Stock Transfer etc

## WORK HISTORY

May'21 – Present  
Pune-Maharashtra

### 1. Executive Procurement Kattera Technology Services LLP

- Validating the accurate purchase requisition / order entry based on inputs received from business units, understand the priorities & preferences, customer specification requirements & logistics.
- Creating purchasing documents such as Purchase Requisition, Purchase Order, Contracts and Scheduling agreement.
- Goods receipt, Invoice verification, Physical inventory count and posting.
- Goods Issue for production, subcontracting, deliveries and initial stock update.
- Knowledge of enterprise structure, P2P cycle, Material Master, Vendor Master, Good Receipt, Invoice verification.
- Support and maintain the policies, procedures, and quality process of Kattera.
- Purchasing Info record and Source List. Service master creation, change and display.
- Work with business units regarding discrepancies or inconsistencies.
- Participate in gathering data for supplier measurement.

Jan'2019 –Feb'2021  
Pune - Maharashtra

### 2. Purchase Engineer GSI Engineering Pvt. Ltd. Pune (On pay roll of Global Engineering Services)

- Excellence in identifying & developing vendors for sourcing materials/ components at most competitive prices and sustained existing supply chain network
- Preparation of **RFQ**, comparison of prices, terms, conditions, negotiation, finalization of supplier & Ensuring that **PR** are converted into **PO**.
- Regular follow up of production from Supplier on daily basis. Also, reported to manager by updating Exchange Sheet.

- Hands on experience of Import Export & its Documentation, Custom Clearance, Logistics and Tracking of shipment.
- Communication with Freight forward and CHA regarding Shipment and Arrange Transportation for material receiving the material from supplier.
- Diligent in liaising with suppliers & vendors to obtain quotations for procurement of materials, comparing & studying the received quotations to identifying & finalizing the vendors
- Strategic skills in striking excellent coordination with all involved divisions within the organization including Quality, logistics and warehouse etc.
- Proficient in procurement management activities involving planning, techno-commercial negotiations, scheduling of components from various sources and so on
- Knowledge of difference kind of manufacturing process of Machining, Casting, fabrication, Forging, Surface treatment etc.
- Involved in payment terms of vendors, releasing request for payments, bill booking tracking & will assist in payment process.

Jun'2016 –Jan'2019  
Pune - Maharashtra

### 3. Supplier Quality Engineer Rane Industries Pvt. Ltd. (On pay roll of Aishwarya Enterprises)

Is company Manufacturer of fabrication component & Sheet metal parts for Customers like John Deere India, KION India Pvt. Ltd., Hyundai India, JCB etc.

- Executing vendor evaluation, vendor rating calculation and necessary actions for under Performance.
- Consistently evaluating vendor performance to ensure adherence to predefined specifications and supply of quality material / execution of job works.
- Review supplier's processes and identify improvement opportunities in processes and systems at supplier locations to improve quality, cost and flow of supplied materials throughout the Entire supply chain.
- Support day-to-day activities addressing SCAR's and support of Receiving Inspection department
- Contributed to root cause analysis to determine core reason for failures and errors.
- To control supplier PPM. Assure the supplier parts & give defect less product on the line.
- Knowledge of Quality related documentation ie. 8D Report, PPAP, CAPA, SOP, SCAR etc.
- Daily monitoring rework, rejection & line through back product.

#### EDUCATION BE in Mechanical-2015

Amravati,MH

Sant Gadge Baba Amravati University

- Graduated with 6.98 CGPA.
- Member of Mechanical Engineering Student Association (MESA).
- Thesis: Design and Development of remote operated forklift.

#### PERSONAL DETAILS

- Marital status : - Un-Married
- Nationality : - Indian
- Date of birth : - 24/06/1994
- Permanent Address : - Gandhi Nagar, Old Town, Bandera Dist. Amravati, 444701

#### POINTS LEADING ME TOWARDS SUCCESS

Loyalty, technical knowledge, awareness, commitment, awareness of the profile and objective of the company. Commitment towards work and enthusiasm to learn & able to meet target

## **STRENGTHS**

- Optimistic and Adaptable.
- Innovative Thinker and Problem Solver
- Hardworking & Good team worker
- Willing to take responsibilities

## **DECLARATION**

I hereby declare that all the information given above is true and complete to the best of my knowledge and belief.

**Date:**  
**Place: Pune**

**Dhananjay P. Pokale**