Swapnil. Mandavkar

Designation:Purchase Assistant/ Purchase Executive

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**Career Objective**

* To understand the goals, business objectives, and industry challenges of an organization and craft optimized Materials Management (SAP MM) solutions that build on mitigating risks by improving the bottom-line performance.

**Brief Overview**

* Worked in SAP MM module as Key -User and End User in various industries.
* Part of Master Data Maintenance Team.
* 5 yrs. of Functional experience include Materials Management and IS Retail functionality.

ERP Package: SAP R/3 4.7, ECC 5.0 and ECC 6.0

MS Office tools: MS Word, Excel, PowerPoint

Operating System: XP, Vista, Windows 7

**Professional Experience:**

1. **Organization**: **Reliance Retail Ltd.**

**Designation:** Purchase Assistant

**Duration:** **24-July2012 to 31-Dec2015**

1. **Organization**: **Sarswati Sales Pvt Ltd (National Distributers of Binani Cement Ltd)**

**Designation:** Executive -Materials Management

**Duration:** **22-June2016 to 30-June2017**

1. **Organization:** **Hemant Tools Pvt Ltd**

**Designation:** Executive - Purchase

**Duration:** **14-May2018 to 14-Aug2018**

1. **Organization: India Bulls Finance Centre**

**(SORIL INFRA RESOURCES PVT LTD)**

**Designation:** Purchase Executive

Duration: 28th – March 2019 to 20- July 2020.

***Project – 1****:* SAP ECC 6.0 Support (End User/ Purchase Assistant)

*Company:* Reliance Retail EPC Department (Engineering and Procurement Control) D&L Team (Distribution & Logistic Team)

*Role:* End User / Purchase Assistant

**Company:** Reliance Retail. Reliance Retail Ltd. is a subsidiary company of Reliance Industries Limited. Founded in 2006 and based in Mumbai, it is the largest retailer in India in terms of revenue.

**Key Responsibilities:**

* Worked as End User for SAP MM and IS Retail modules
* Responsible for Master data Maintenance and Migration
* Follow up for Documents require such as (Address Proof, LOI, Lease Deed which required before registering sites with VAT Team.
* Preparing SCN against invoice of Vendor against particular Site and Confirming to Material Coordinator.
* Looking after Way Bill All over PAN India and Maintaining Track of Way Bill.
* Looking after GRN in System against all vendors whether GRN is done against the PO and sending the information to Accounts Department to Release Payment
* Looking after APOB Sites (Additional Pace of Business) for JIO Centre’s.
* Coordinating smooth Flow of materials with DC Managers as per the requirements of stores and DC.
* Monitoring inventory for NSO Stores of DX mini and keeping track of stock for NSO Dx mini Stores.
* Maintaining track and updating weekly DC efficiency reports of Dx Mini for WBR ( Weekly Business Review)

***Project – 2****:*

*Company: SSPL Sarswati Sales Private Ltd.*

*Role:* End User / Executive -Materials Management

**Company:** Sarswati Sales Private Limited is an innovative, young and diverse company that was founded in 1995. They are one of India's largest building material companies. With a diversified portfolio spread over various verticals of construction, striving to become one of the leading business houses in the construction materials segment.

The core activities of Sarswati Sales Pvt Ltd include the nationwide distribution of cement and aggregates, the two essential raw materials for concrete. Their downstream activities include mainly the production of cement and distribution across various states of India. They are the largest distributors of Binani Cement in India.

**Key Responsibilities:**

* To run Z –Reports for dispatch and other purchasing Functions like,PO Creation, PR Creation. To check the open POs in the system and whether they need to be closed and if so run the Z Batch job to close these open Pos
* Creating User Specific Variants and Layouts for different users
* Creating Request for Quotations for Purchasing Functionality.
* .Doing the RCA for various issues and documenting the same.
* Creating the End -User documentation for Functions .
* Physical Inventory, Liquidation of Ageing stocks.
* Also, maintaining the stock -in and stock -out in excel sheet to ensure effective planning.

***Project – 3****:*

*Company: Hemant Tools Private Ltd.*

*Role:* End User / Executive - Purchase

**Company:** Hemant Tools has 60 years of expertise in serving its customers with the widest spectrum of Engineering Tools. Cutting Tools, Measuring Instruments and Machine Tools Holders providing unique solutions and services.

**Key Responsibilities:**

* Resolving issues related to Stock Discrepancies, Stock Taking, etc.
* Managing the Master Data inconsistencies if any and checking for any new creation of Master Data like Material Master, BOM, Purchase Info Records, etc.
* Preparing End User Manuals and other documentation activities
* Creating Purchase Orders, Request for Quotations, Invoicing etc.

**Project- 4:**

**Company India Bulls Finance Centre**

**(SORIL INFRA RESOURCES PVT LTD)**

**ROLE-** Purchase Executive: End user/Executive (Billing Department)

**Company:** We are applying our vast expertise in construction project management to optimise customers’ operations experience. We are setting high standards of performance with our three core products:

* Equipment renting: We provide bespoke solutions in the vertical logistics equipment category, which includes cranes, hoists and platforms. We also have an expanding reservoir of horizontal equipment.
* Management and maintenance of real estate and assets: We are currently managing more than 7 million square feet of high end commercial and residential space.
* Consultancy: We provide detailed analysis and help set growth trajectory for leading developers.

We have attained Pan-India presence in a short time, and are set to become the leading brand in India, very soon. Our team is inspired to build the new India**.**

**Key Responsibilities**

* Creating PO in SAP Based on PR
* Booking/ Parking Invoice in SAP with MIR7 T Code.
* Maintaining Tracker of Bills & PO Data in Excel
* Follow up & Coordinating with Vendors by Email & Accounts Department to Releasing Payment of Vendors.
* Checking In SAP whether Payment is Made in System and keeping Track for the Same.
* Process Service Entries in SAP
* Process GRN in MIGO
* Maintaining Track of PO & GRN List
* Coordinating PAN India with Site Team for Material Follow up and keeping track of material.

**Academia:**

* B.Com from Mumbai University with Pass Class.
* HSC from Chetna College Mumbai Board with Second Class.
* SSC from New English High School, Mumbai Board with Second Class.

**Personal Information**:

Date of Birth: **04th Aug 1988**

Present Address**: Flat No: 102 Sai Dham Apartment,**

**Plot No-16, Sector 30 D,**

**Gothivali Rabale, Navi Mumbai- 400701.**