
SAURAV PATHAK

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Summary

Highly motivated and detail-oriented professional with a postgraduate degree in accounting and finance with knowledge of Tally ERP9 and supply chain. Currently serving as a procurement executive at HCL Technologies LTD.

Experience

Procurement Executive

06/2022 to Current

HCL Technologies

Nagpur, India

Global IT consulting company, home of 2,19,000+ people across 54+ countries, supporting progress for the world's top enterprises.

1. Sourcing

- Part of agile sourcing team and oversee strategic sourcing, negotiation, vendor evaluation and cost effective vendor selection for all categories specially contingent workforce.
- Leading negotiations and contracting activities with the aim to fully meet business quality, service, and cost requirement of the client
- Identify and develop new vendors. Consolidate procurement plan and negotiation with vendor.
- Negotiate existing rates and terms with vendors.

2. Contract management

- Working on different type of Master agreement, service agreement, Addendum, statement of work.
- Getting service agreement, addendum signed from vendors.

3. Vendor management

- Manage suppliers performance and resolve suppliers grievances and claims.
- Providing assistance to vendors on payment-related concerns, resulting in the resolution of payment concerns worth more than \$1Mn.
- Contacting over 180+ vendors with \$750M spend and 10,000 consultants across the US and Canada from time to time to collect necessary details and data

4. Project management

- Circulating weekly sourcing tracker to all project stakeholders and ensuring high level service.
- Receive feedback from delivery on service performance of TP resource.

5. Vendor Onboarding

- Part of the supplier onboarding team.
- Organize meeting with suppliers and internal stakeholders on action related to supplier enablement.
- Co-ordinates communication related to supplier enablement and the Ariba network.
- Provide regular update to senior leadership through procurement

dashboard.

- Assisting requester/ user to Creator PR and ensure and resolve any error until the PO is created, invoice approval, creation of service sheet/Receipt.

Associate voice

12/2021 to 04/2022

Jio

Nagpur, India

- Built and maintained excellent relationships with customers, promoting high levels of customer retention.
- Maintained excellent customer relationships by efficiently solving queries, complaints and issues.
- Answered incoming phone calls with professionalism and warmth.

Skills

- | | |
|----------------|-------------------|
| • Procurement | • Accounting |
| • Supply chain | • Tally ERP9 |
| • Ariba | • MS applications |

Certifications

- Global procurement and sourcing specialization certification by Rutgers university
- Tally ERP9 by MKCL

Education

MASTER OF COMMERCE: ACCOUNTING AND FINANCE

2023

RTMNU

Nagpur, MH

Bachelor of commerce: Accounting and finance

2021

RTMNU

NAGPUR

Languages

Hindi: First Language

English: C2

Proficient

Marathi: C2

Proficient

Maithili: C2

Proficient