
PILLAI MITHUNRAJ BABURAJ

Call: +91 7434986496 | E-mail: ms167741@gmail.com

(Procurement Executive – Direct Procurement.)

PERSONAL PROFILE

Profile	Male, 25, Un-Married
Languages Known	English, Hindi, Gujarati & Malayalam
Nationality	Indian
Current Location	Pune, Maharashtra, India
Notice period	3 months
Email ID	ms167741@gmail.com
Mobile	+91-7434986496 / 9825456726
Address	E-34, PRAMUKH PARK, B/H WELCOME NAGAR,GADKHOL PATIYA,ANKLESHWAR, PIN :- 393010

PROFESSIONAL SUMMARY

Total Experience	2.5 Years
Designation	Procurement Executive – Direct Procurement
Reporting to	Manager

EXPERTISE

- SAP.
- IVALUA PROCUREMENT
- MIRACLE
- TALLY ERP
- MS OFFICE
- MICROSOFT OUTLOOK

WORK EXPERIENCE

Mar' 2023 - continue **UPL – GLOBAL SHARED SERVICES**
(Procurement Executive – Direct Procurement)

Pune, India

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- UPL is the Indian multinational company that manufactures and markets agrochemicals, industrial chemicals, chemical intermediates, and specialty chemicals, and offers crop protection solutions.

Key Responsibilities & Prime Accountabilities:-

- Working on SAP & Ivalua Procurement module.
- Po Amendment.
- Currently working on Ivalua Procurement module,
- Handling POs of all the Units – Ankleshwar, Jhagadia, Dahej, Haldia, Bangalore Vapi, Halol, Tarapur.
- PO Creation,
- Direct Procurement (All Packaging material)
- Release of the purchase order & Follow up with Parties for ON Time delivery.
- Follow up with Finance Department For Parties Payment.

Jan' 2022 -
Oct.' 2022

Randstad India Private Limited.
(D.E.O – Procurement)
(Reporting to Manager) (UPL)

Ank, India

Key Responsibilities & Prime Accountabilities :-

- PO Creation For 7 Units.
- Making Contract for Supplier.
- Handling procurement for direct material For Packaging (having the knowledge of incoterms.
- Procurement procedure includes floating the enquiry, analyze vendor quotes, negotiation, release of the purchase order & it's on time delivery to smooth production process.
- Searching new vendors & Vendor Developments.
- Arrange negotiation meeting and Rate Finalization.
- Working on IVALUA Procurement .

Dec 2020 -
Aug' 2021

ESSAR Insulations.
(Accountant)

Ank, India

Key Responsibilities & Prime Accountabilities :-

- Working on Miracle, Tally ERP.
- OFFICE WORK, ASSIST TO ACCOUNTS DEPARTMENT, TALLY ERP-9
- BILLING, SALES, PURCHASE, CASH, BANK, BANK RECONCILIATION AND JOURNAL ENTRIES
- BASIC KNOWLEDGE OF ACCOUNTS
- HANDLING OFFICE DAY TO DAY ROUTINE WORKS
- Knowledge of Net banking Payments for Employee Salary, Parties Payments.
- Basic Knowledge of PF, ESIC.
- CORRESPONDECE BETWEEN PARTIES AND REPLY TO MAIL
- Providing Quotation

EDUCATIONAL QUALIFICATIONS

QUALIFICATION	BOARD/UNIVERSITY	PERCENTAGE	PASSING
S.S.C	GSEB	62%	2015
H.S.C	GSEB	58%	2017
B.COM	VNSGU	55%	2020
COMPUTER BASIC	SUNSHINE ACDAMY	'A+'	2019
TALLY	SUNSHINE ACDAMY	'A+'	2019

