Gaurav Kumar Sarpal
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Professional Summary

Dynamic and accomplished procurement professional with over 11 years of experience in purchase operations, vendor management, negotiation, and supply chain management. Proven ability to lead procurement functions across educational institutions and large corporations, with a focus on reducing costs, improving efficiency, and ensuring high-quality materials and services. Strong organizational, analytical, and problem-solving skills.

Key Skills

- Procurement & Sourcing
- Vendor Development & Management
- Contract Negotiation
- Inventory & Store Management
- SAP (MM Module), Tally, ERP ETA, Edunext, Maitri
- Communication & Team Leadership
- Cost Optimization & Budgeting
- P2P Cycle Management

Professional Experience

Deputy Manager – Purchase
BML Munjal University, Gurugram, Haryana
Aug 2024 – Present

- Managing end-to-end P2P cycle for goods and services.
- Evaluating vendor quotations and negotiating pricing and contracts.
- Ensuring timely release of POs and closure of GRNs.
- Maintaining vendor database across multiple categories (e.g., printing, housekeeping, corporate gifting, lab consumables).

Purchase & Central Store In-Charge (CDH)
Kasiga School, Dehradun
May 2023 – July 2024

- Oversaw procurement and inventory for kitchen and facility supplies.
- Managed stock levels using FIFO/LIFO systems.
- Handled cost control, order placements, and space utilization.

Deputy Manager – Procurement
O.P. Jindal Global University, Sonipat, Haryana
Nov 2022 – Apr 2023

- Coordinated procurement with admin and maintenance departments.
- Addressed vendor queries and ensured timely delivery.

Assistant Manager – Purchase
University of Petroleum & Energy Studies (UPES), Dehradun
2018 – Nov 2022

- Led procurement through SAP; managed vendor negotiations.
- Reviewed and processed contracts and purchase orders.
- Maintained supplier performance and ensured regulatory compliance.

Procurement Executive
Patanjali Foods and Herbal Park
2013 – 2018

- Negotiated procurement contracts and managed inventory.
- Strengthened supplier relationships and reduced costs.
- Implemented supplier performance reviews and strategic sourcing.

Sales Promoter
Usha International Ltd. – (Third Party Payroll)
2012 – 2013

- Promoted products and exceeded sales targets.
- Trained new representatives and enhanced customer satisfaction.

Education

- Pursuing MBA in Operations – SVSU, Meerut
- Bachelor of Commerce – HNBGU, India (2009)

Achievements

- Implemented internal reporting system at UPES
- Stepped in as Store Manager at Patanjali during resource gap
- Optimized procurement process through strategic improvements

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Technical Skills

- SAP (MM Module)
- Tally 0.9
- MS Office Suite
- ERP Systems: ETA, Edunext, Maitri

Languages

- English
- Hindi
- Punjabi

Hobbies

- Dancing
- Playing Chess