NAVEEN **PRATAP SOLANKI**

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PERSONAL SUMMARY

With extensive experience in inventory, purchasing, and proficiency in Oracle 11i and ERP systems, I have successfully led significant procurement functions and streamlined store operations, showcasing strong analytical skills and a detail-oriented approach. My background also includes enhancing financial processes at Genpact, underlying my adeptness in management accounting and reconciliation.

SKILLS

- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Social Media
- Zoom
- Outlook
- ACBS
- Oracle 11i
- Websim ERP
- SAP
- Smart stream Reconciliations
- Supplier development
- MAS 200
- Material management
- Purchase order processing
- Procurement planning
- Vendor payment processing
- Contract management
- Supply chain optimization
- Cost analysis

EXPERIENCE

11/2024 - Current

Purchase Manager

Pune Institute of Business Management - Pune, India

- Implementing SAP for the Purchase and Store department.
- Making a process flow of the material management.
- Leading the end-to-end purchase function, starting from sourcing, supplier development, techno-commercial negotiations, material management, inspections, and monthly and annual reporting to ensure timely delivery.
- Preparing and processing purchase orders and documents in accordance with company policies and procedures.
- Purchasing material for construction sites on a regular basis.
- Planning the procurement activities based on the planning and indents raised by various departments.
- Certifying the vendor's bills as per the purchase order terms and conditions, and forwarding them to the finance department.
- Maintaining accurate inventory records, managing stock levels, ensuring timely replenishment, and preventing stock outs.
- Developing and implementing preventing maintenance programs (PPM)and preventive maintenance strategies like Lifts AMCs, Pumps, motors, lab equipments etc maintenance.
- Tracking and controlling the maintenance budget.

05/2010 - 11/2024 **Store & Purchase Officer**

Anand Engineering College (SGI) - Agra, India

- Leading the end-to-end purchase function, starting from sourcing, supplier development, techno-commercial negotiations, material management, inspections, and monthly and annual reporting to ensure timely delivery.
- Preparing and processing purchase orders and documents in accordance with company policies and procedures.
- Purchasing lab chemicals on a regular basis.
- Planning the procurement activities based on the planning and indents raised by various departments.
- Certifying the vendor's bills as per the purchase order terms and conditions, and forwarding them to the finance department.
- Releasing the payment to vendors as per the terms given in the purchase order.
- Taking care and development of Transport department
- Handling Hostel management regarding maintenance and allotment (ERP).
- Taking care of campus maintenance (Non Civil).
- Helping the store in-charge to maintain the store.

08/2007 - 05/2010 **Process Associate**

Genpact, India - Gurgaon, India

- Reconciliation of current assets accounts
- Reconciliation of current liabilities accounts
- Reconciliation of Accounts payables accounts
- Reconciliation of fixed assets accounts
- Invoice posting in ACBS (external legal, other third party, clinical services, audit fee, T&L and ALOC fee)
- Prepare entries in MAS 90 for GFD received, GFD refund, GFD closed, payment and receipt, money transfer etc
- Run and Export daily IBS report
- Prepare AP aging report
- Upload MJE's to Oracle 11i GL
- Run and Export below mention reports from Oracle discoverer on monthly basis
- A) Balance sheet activities report
- B) Balance sheet activities reporting
- C) Income statement activities
- D) Income statement activities reporting
- Trial balance

EDUCATION

04/2017

MBA
AKTU - Mathura India

04/2007

M.Com
Dr. BR Ambedkar University - Mathura India

03/2005

B.Com
Dr. BR Ambedkar University - Agra India

AWARDS

Dip Award (of $2,500.00) declared in 2007; awarding institution: GE
Dip Award (of $2,500.00) declared in 2009, awarding institution: GE
Vintage Award (of Rs 1,000,000.00), awarding institution: Genpact

LANGUAGES

Hindi: First Language

English: C1

Advanced (C1)

ORGANISATIONAL SKILLS

Inventory Management: Managing inventory for the organization as per the planned budget and requirements, with the help of fixing the levels of stock and making ABC analysis
Purchase Management: Managing purchases for the organization and listing authorized vendors for the proper supply, developing vendor rating techniques, and getting maximum credit with reasonable prices while making payments within the committed time period
Finance and Accounting: Reconciliation of current assets and current liabilities accounts by comparing two different books, analyzing business performance by management accounting