

CURRICULUM VITAE

Name :- Mr. Gaurav Arvind Gadave.

Cell No:- 8551992476

Current Address :- Sinhgad college Campus, Vadgoan, Pune.

Permanent Address :- At/P- Malawadi, Taluka - Man

District - Satara, Pin - 415508.

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Career Objective:-

To associate myself with dynamic organization of yours, which will enable me to apply my educational and creative skills and get an opportunity to serve the organization to the best of my knowledge.

Education Qualification:-

Course	Institute/College/School, Location	University/Board	Percentage	Year of Passing	Grade
MBA(Dual) (OSCM & Finance)	Sinhgad Institute of Management, vadgoan (BK), Pune.	SavitribaiPhule University, Pune.	76.22%	Nov 2021	1 st class with Distinction
Bsc (Physics, Statistics, Maths)	Abasaheb Garware college Pune(FY and SY) & R.N.C Arts, J.D.B Commerce & N.S.C Science college Nashik (TY).	SavitribaiPhule University, Pune.	75.75%	March 2019	1 st class with Distinction
HSC (Science)	Dahiwadi College Dahiwadi.	Maharashtra State Board.	58.00 %	Feb 2016	2 nd Class
SSC	Trimbakrao Kale Vidyalay, Malawadi.	Maharashtra State Board.	81.80%	March 2014	1 st class with Distinction

MBA in Dual Specialization :-

- ❖ Major- Operation & Supply Chain Management.
- ❖ Minor- Finance

Computer Literacy :-

- Microsoft – Excel
- Microsoft -Word
- Microsoft – Outlook
- Microsoft - Power Point
- MS - CIT

Additional Skill :-

- Elementary Drawing Grade Examination.
- Intermediate Drawing Grade Examination

Internship Details:-

- ❖ **Internship Profile** :- Operation Intern.
Name of Company :- Mekvahan (Udyamat Ma Viramasva Private Limited)
Internship Period :- 3 Month
Location :- Delhi

Professional Experience:-

- ❖ **Job Profile** :- Vendor Coordinator
Name of Company :- Fidel Softech Ltd.
Work Experience :- 2 Years
Location :- Kalyani Nagar, Pune

Work Nature :-

- **Vendor Management:** Dealing with vendors, negotiating and bargaining to maintain profitable margins for diverse language services and resources across different time zones.
- **Vendor Identification:** Searching for vendors and translators through various platforms, including vendor portals and social networking sites, and initiating collaborations.
- **Empaneling Process:** Registering/Empaneling resources by adhering to Fidel's vendor empaneling process.
- **Database Maintenance:** Updating vendor information and maintaining the vendor database on a regular basis.
- **Relationship Building:** Identifying and evaluating vendors, building relationships with them, and engaging in frequent communication with both Indian and foreign vendors via phone calls, emails, and Skype. Collaborating with vendors from different cultural backgrounds, adapting communication styles to foster productive relationships.
- **Contract Negotiation:** Negotiating vendor contracts, ensuring adherence to the terms and conditions, and effectively communicating project requirements and negotiated terms to maintain profitable partnerships.
- **Performance Assessment:** Assessing vendor performance, quality, and service levels.
- **Payment Management:** Proficiently managing vendor invoices, payments, and addressing escalations professionally.

Academic Achievements :-

- Second Prize in Cricket Competition Institute level.
- Participation in workshop – How to Report Writing.

Extra-Curricular Activities:-

- Certification Online Course – Microsoft Excel 2013 –Advanced: Master Spreadsheets.
- Certification Online Course – Introduction to Supply Chain Management-Revised 2018.
- Certification Online Course – Fundamental of Using Six Sigma in Supply Chain Revised 2018.
- Certification Online Course – Kaizen Approach: Lean Methodology for Continuous Improvement.

Personal Details :-

- **Date of Birth** :- 25/03/1998
- **Nationality** :- Indian
- **Languages Known** :- English, Hindi & Marathi.
- **Marital Status** :- Married
- **Gender** :- Male

Declaration :-

Hereby declare that all the information furnished above is true to the best of knowledge and belief.

Date:-_____

Place:- Pune



Mr. Gaurav Arvind Gadave.