

Gaurav Arvind Gadave

I'm actively seeking new opportunities operations, Supply chain & Logistics

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Current address - Sinhgad college campus, Vadgoan, Pune, Pin - 411041.

Permanent address - A/P- Malawadi, Taluka - Man, District - Satara, Pin - 415508.



SUMMARY

Dedicated and results-driven MBA graduate with expertise in operations, supply chain management, logistics, and SAP. Seeking a challenging role where I can leverage my skills to contribute to team success and drive continuous improvement. Committed to applying my strong theoretical foundation and practical experience to meet and exceed organizational objectives.

EXPERIENCE

Vendor Manager

Rikaian Technology Pvt. Ltd.

03/2024 - Present | Deccan, Pune.

Rikaian Technology is a Lang-Tech service provider localization company.

- Vendor Management:**
 - Utilizing various platforms such as vendor portals and social networking sites, I actively search for potential vendors and initiate collaborations that align with our company's needs and standards.
 - Dealing with vendors, negotiating contracts and agreements with vendors to optimize cost-effectiveness and service quality.
 - 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.
- People Management:**
 - Leading and mentoring a team of professionals to achieve project objectives and meet client expectations.
 - Providing guidance and support to team members to enhance their skills and foster professional development.
 - Conducting performance evaluations, setting goals, and resolving conflicts to maintain a cohesive and productive team environment.
- Project Management:**
 - Overseeing all aspects of project execution, including planning, scheduling, budgeting, and resource allocation.
 - Tracking project progress and identifying potential risks or issues to proactively implement solutions and ensure project success.
 - Communicating regularly with stakeholders to provide updates on project status, address concerns, and manage expectations effectively.
- Database Management:**
 - Ensure the vendor database is kept up-to-date by regularly updating vendor information and maintaining accurate records of all vendor interactions and contracts.
 - Evaluating vendor performance and providing feedback for improvement.

Vendor Coordinator

Fidel Softech Limited.

09/2021 - 08/2023 | Kalyani Nagar, Pune.

Fidel is a Lang-Tech services provider Localization Engineering, Software Development - Staffing, Consultancy & Solution Outsourcing company.

- Vendor Management:** Dealing with vendors, negotiating, and bargaining to maintain profitable margins and resources across different time zones.
- Vendor Identification:** Searching for vendors through various platforms, including vendor portals and social networking sites, and initiating collaborations.
- 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.
- 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.

EDUCATION

MBA - Major: Operation and Supply Chain Management/ Minor: Finance.

Sinhgad Institute of Management.

06/2019 - 05/2021

Vadgoan Pune.

Percentage/Class

76.22% / 1st Class.

Bachelor's of Science - Physics, Mathematics and Statistics.

Savitribai Phule University.

06/2016 - 05/2019

University, Pune.

Percentage/Class

75.75% / 1st Class.

Higher Secondary School Certificate - Science

Dahiwadi College Dahiwadi.

06/2014 - 05/2016

Dahiwadi, Satara

Percentage/Class

58.00% / 2nd Class.

Secondary School Certificate.

T.K.V. Malawadi.

03/2004 - 05/2014

Malawadi, Satara

Percentage/Class

81.80% / 1st Class.

TRAINING / COURSES

Certification Online Course

Microsoft Excel 2013 - Advanced :

Master Spreadsheets.

Introduction to Supply Chain Management -

Revised 2018.

Fundamental of Using Six Sigma in Supply Chain -

Revised 2018.

Kaizen Approach :

Lean Methodology for Continuous Improvement.

TCS ions Online Certification Courses :

- Business etiquette.
- Communication skill.
- Email etiquette.
- Group discussion.
- Interview skill.
- Presentation skill.
- Resume writing and cover letter.
- Introduction and soft skill and Telephone etiquette.

EXPERIENCE

Operations Intern

Mekvahan (Udyamat Ma Viramasva Private Limited).

📅 09/2020 - 11/2020 📍 Delhi.

Mekvahan is India's leading automotive service provider, spread into a number of cities and states providing you with 200+ best quality services for your cars and bikes like repair, servicing, maintenance and inspections.

- Basics of Management.
- Communication and Negotiations skill.
- Relationship buildings with vendors and internal stakeholders.
- Contract management and performance evaluation.
- Analytical thinking and interpersonal skill.
- Problem solving and decision making.

OVERVIEW OF SAP ERP SOFTWARE AND MODULRS

SAP ERP SOFTWARE

Enterprise Resource Planning (ERP) :-

Understanding of ERP as an integrated software system that streamlines business processes across departments for improved efficiency and data visibility.

Roles of ERP :-

Knowledge of how ERP systems integrate departments, automate tasks, centralize data, and provide reporting and resource management benefits.

Core Functionalities of ERP :- Familiarity with ERP functionalities such as inventory management, financial management, supply chain management, HR management, CRM, manufacturing, and business intelligence.

SAP (Systems, Applications, and Products): A basic Knowledge of SAP, its uses, and its roles within a company. Also, awareness of SAP as a leading ERP provider that offers modules such as Financial Accounting (FI), Sales and Distribution (SD), Materials Management (MM), Human Capital Management (HCM/HR), and Customer Relationship Management(CRM).

A proactive learning approach and adaptability to new technologies in ERP, along with a desire for practical knowledge.

SKILLS

VMS- Localization service tracker

Microsoft Outlook

Microsoft Excel

Microsoft Word

Microsoft Power Point

CAT Tool - Rian

MS-CIT

ACHIEVEMENTS



Appreciation award at Fidelsoftech's annual award.

LANGUAGES

English

Advanced



Hindi

Proficient



Marathi

Native

