



Contact Information



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[Nilesh Khedlekar](#)

Personal Data

- Date of Birth- 03 -July-1979
- Nationality- Indian
- Passport- S7913267
- Validity – 21/09/2028

Correspondence Address

Street No 1A Flat No 526 AL
Mankhool Dubai.

Education

- Pune university - Bachelor of Commerce – 2003
- Pune university – Master in Personal Management – Incomplete
- HSC – S.P Collage Pune– 1997
- SSC – NMV School Pune - 1995

NILESH ARUN KHEDLEKAR

AGM-Procurement

OBJECTIVE

To leverage my extensive 22-year background in procurement and supply chain of construction materials to secure a senior Procurement Professional role within a forward-thinking company. My objective is to apply my expertise in strategic sourcing, supplier relationship management, and cost optimization to drive efficiency and deliver tangible value to the organization's procurement processes, ultimately contributing to its growth and success

EXPERIENCE

1. AGM-Procurement

Panchshil Realty - (From July 2007 to March 2024)

Panchshil Realty is one of India's finest luxury real estate developers. Renowned for its leadership and excellence in real estate development, Panchshil has successfully delivered over 29.5 million sq. ft. of prime real estate, with 27.5 million sq. ft. under development across multi-asset classes. Panchshil's portfolio spans across high-end residential developments, IT parks, built-to-suit office spaces, special economic zones (SEZ), hotels, convention centres and luxury retail malls

Work Profile: Procurement and Supply Chain

Material Groups Handled:

- RCC / Flooring / Dry Wall Material / Construction Equipment / Interior and Finishing material / White Goods / Indoor and Outdoor Sports Equipment

Responsibilities:

- Oversee all aspects of procurement activities, including strategic sourcing, supplier management, and negotiation, ensuring alignment with organizational objectives and budgetary constraints.
- Develop and implement procurement strategies to optimize cost savings, quality, and delivery performance, resulting in a reduction of procurement expenses.

LANGUAGES KNOWN

- ENGLISH
- HINDI
- MARATHI

Key Skills

- SAP Procurement and Supply Chain Management Proficiency
- Negotiation and Vendor Management Excellence
- Import/Export Procedures and Documentation Knowledge
- Effective Communication for Internal and External Coordination
- MIS Reports Generation and Analysis for Decision-Making
- Team Supervision
- Inventory Management
- Risk Management

IT Skills

- Windows 10
- SAP HANA / High-Rise ERP System
- MS Office 2016
- Website Designing (HTML)

- Lead a team of procurement professionals, providing guidance, mentoring, and performance evaluations to drive productivity and achieve departmental goals.
- Negotiate quotations with suppliers to secure favorable terms and conditions, including pricing, delivery schedules, and quality standards.
- Establish and maintain strong relationships with key vendors, fostering collaboration and driving continuous improvement initiatives.
- Collaborate with cross-functional teams, including project estimation, engineering, and finance, to support project requirements and ensure procurement objectives are met.
- Implement procurement best practices and technology solutions in SAP system to streamline processes, improve efficiency within the supply chain.
- Produce diverse Management Information System (MIS) reports utilizing SAP on a monthly basis. Engage in discussions with vendors and subordinates to ensure timely actions are taken based on the findings.
- Conduct regular supplier evaluations and performance reviews to assess compliance with contractual agreements and drive supplier development initiatives.
- Conducted regular market analysis and supplier assessments to identify potential cost-saving opportunities and alternative sources of supply.

2. Manager - stores

Panchshil Realty - (From May 2002 to June 2006)

- Inventory Management: Oversee the storage, and distribution of construction materials and supplies.
- Stock Control: Monitor inventory levels, conduct regular stock checks, and implement efficient stock control procedures to minimize shortages and excess inventory.
- Team Supervision: Lead and motivate a team of store staff, including hiring, training, scheduling, and performance management.
- Risk Management: Identify and mitigate risks related to theft, damage, or loss of inventory, and implement security measures as necessary.