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Correspondence Address

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Rajendra Nagar Navi Peth Pune
411030

Permanent Address

Flat N0 7 Gajraj Housing Society
Rajendra Nagar Navi Peth Pune
411030

Personal Data

Date of Birth- 03 -July-1979

Nationality- Indian

Passport- S7913267

Passport Validity – 21/09/2028

Languages Known

- Hindi
- English
- Marathi

Areas of interest

- Gaining Information in Gadgets
- Man Management
- Surfing the Internet
- Travelling

NILESH ARUN KHEDLEKAR

AGM-Procurement

Career Objective

To secure a position as a senior Procurement Professional in a company where I can utilize my 17 years of experience in Procurement of construction materials to make a positive contribution to the organization.

Specialization

- **Procurement of Construction Materials.**

Academic Qualifications

Qualification	Year of Passing	Institute	Board/University	Percentage
Master in Personal Management	3 Semester cleared. Last Semester 1 Subject Not Cleared	IMSSR Pune	Pune University	-
Bachelor Of Commerce	2002	Pune University	Pune University	50%
HSC	1997	SP College	HSC	65.17%
SSC	1995	NMV School	SSC	86.14%

Technical Skills:

- **Operating System:** Windows 10
- **ERP System:** SAP HANA / High-Rise
- **Web Technology:** HTML
- **MS Office:** 2016

SUMMERY ORGANIZATIONAL EXPERIENCE

S.No	Name of the Organization	Designation	Period
1	Panchshil Realty	AGM – Procurement	July 2007 – Till Date
2	Sahara India – Aamby Valley lonavala	Office – Stores	Jan 2007 – June 2007
3	Panchshil Realty	Officer – Stores	May 2002 – Dec 2006

ORGANISATIONAL EXPERIENCE

1. Panchshil Realty (July 2007 – Till Date)

- About Company**

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

- Project Handled**

S.No	Project Name	Property Type	Area in SQMTR	Status
1	Panchshil Tech Park One	Commercial	92,903	Completed
2	Business Bay	Commercial	148,644	Completed
3	Eleven West	Commercial	32,515	Completed
4	Panchshil Techpark Viman Nagar	Commercial	1,85,804	Undergoing
5	Wakad Realty	Commercial	2,78,706	Undergoing
6	VANTAGE	Commercial	2,60,126	Undergoing
7	Kharadi – 40	Commercial	65,031	Undergoing
8	Kharadi -69	Commercial	74,321	Undergoing
9	EON Free Zone – Phase I	SEZ Commercial	232,257	Completed
10	EON Free Zone – Phase II	SEZ Commercial	1,85,804	Completed
11	Cummins India Balewadi	Built to Suit	2,78,706	Completed
12	The Golden Bell-I	Built to Suit	12,077	Completed
13	The Golden Bell-II	Commercial	15000	Completed
14	Panchshil Towers	Residential	1,42,200	Undergoing
15	Avant Garde	Residential	15,674	Undergoing
16	Trump Towers	Residential	18,860	Completed
17	Yoo Pune	Residential	59,308	Undergoing
18	Yoo Villas	Residential	96,800	Undergoing
19	Soho Suits	Residential	20,800	Completed
20	JW Marriott	Hospitality	418 Rooms	Completed
21	Ritz Carlton	Hospitality	198 Rooms	Completed
22	Marriott Suits	Hospitality	200 Rooms	Completed
23	Courtyard By Marriott	Hospitality	153 Rooms	Completed
24	Oakwood Residence	Hospitality	84 Rooms	Completed
25	Courtyard By Marriott	Hospitality	180 Rooms	Undergoing

- **Work Profile**

- **Material Groups Handled –**
 - Flooring (Stones/ Marbles / Tiles / Wooden Flooring)
 - DRY Wall Material (Gypsum Boards and compounds/ Cement board / GI Accessories/ Shera planks)
 - Construction Equipment (Material and Passenger Hoist / Weigh Bridge / Drill and hammer machines and other tools)
 - Interior Material (Container House / Chairs / Table / Cupboard / Sofa and other interior material)
 - Landscape plants and other equipment – Only commercial
 - White Goods
 - Indoor and Outdoor sports equipment.
- Collecting Collective requisition from SAP system.
- Forward the Requirement to Vendors for collecting Quotations.
- Preparing Comparative statement and finalizing vendor based on quality / reputation / rates and delivery period.
- Placing the Purchase order to vendor and if vendor require down payment process the same.
- Follow up with vendor for timely delivery of material
- After receipt of material taking feedback from QAQC team in regards to material quality as per our requirement and then ask stores to prepare GRN of material.
- Forward the Invoice to Accounts department for processing the payment of vendor.

- **SAP Related activities**

- Checking requisition in System – ME5A
- Preparation of Purchase order – ME21N
- Release of Purchase order – ME28
- Create GST Tax Condition – Custom Code
- Down Payment request – F-47
- Checking Short Supply of vendor – ME2N
- Vendor payment reconciliation – FBL1N

- **MIS Related Work**

- Create Short supply report using SAP of Vendor and Monthly basis and forward the same to vendor and arrange for timely delivery.
- Vendor advance reconciliation on quarterly basis as per report provided by Finance department.

- **Import Related activities**

- Forwarding the requirements to import vendor.
- Asking for quote
- Get the quote finalize and ask for proforma invoice.
- Release Purchase order to import vendor at the same time forward order and Proforma invoice to Accounts department for payment and import department for clearing and forwarding of the shipment.
- If the payment is by TT forward the TT payment copy to vendor and if payment is by LC forward the LC draft to vendor and get it approved from vendor and after approval release the LC copy to vendor.

Key Skills & Proficiency

- Good Communication Skills.
- Can work effectively in team, as well as individually.
- Have good inter-personal skills as well as leadership qualities.

Declaration

I hereby declare that the above cited information is true to the best of my knowledge and belief, if given a chance, I can prove myself.

Date:

Place: Pune

Nilesh Arun Khedlekar