

Sonu Pival

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Professional Experience

Procurement Officer

06/2023 - Present

Kaykroo, Dubai, UAE

- Responsible for reviewing the requirements in **SAP** requisitions from CK & WH team, forwarding PO to suppliers, verifying receipt of items & authorizing payment.
- Be part of all **transitions, conversions and demand planning changes** for each concept and **co-ordinating, negotiating** with suppliers to meet deadlines & involved with transition from start to finish. Well versed with **outlook, excel, inbound & outbound calling, maintaining relations** with stakeholders to ensure smooth business.
- Coordinating with **operations, finance, and warehouse team** in respect of matching supplier invoices to Goods Received Notes (GRN's)/Purchase Orders (PO's) and following up on any **variances and updating monthly inventory count** in the system mainly from CK, WH, R & I, Marketing, Training department to run the process more efficient for 21 branches across UAE.

Sales Executive

09/2019 - 03/2021

Recon securities Auckland, New Zealand

- Ability to organize and **manage** a complex series of **task and vendors** to develop, implement and converting enquiry into orders for different ranges of **weighing equipment, scales & weighbridges**.
- Maintains configuration management of hardware and software documentation in accordance with **IANZ standards**.
- Ability to work individually with minimal supervision or as an integral part of sales team.
- Verified system performance through acceptance and performance testing & **create job sheet reports** in Tech Tool charting the tested equipment.

Business development executive, Mumbai, India .

06/2015 - 06/2017

Nissi Engineering Pvt Ltd

- Marketing materials according to required technical specifications, price, delivery schedule, and terms on **SAP. Create quotations and manage, track and follow-up for the delivery**.
- Receiving of the end user. Tracking / monitoring all the incoming inquiries and submission of all quotations. **Co-ordinate with quality** team incase of any calibration required or additional material to ensure standards.
- Identify and evaluate business opportunities & market research & build business **pipeline** within market segments Experience in planning and support services. focused on multiple issues Studied the **customer experience** from end to end. Made several **recommendations** for usability improvement as **team**.

Education

Master's in Electrical & Electronics Engineering with Honors

2/2018 - 12/2018

Auckland University of Technology, New Zealand

Coursework included persuasion, thermal mapping using wsn research, **nano grid** a solution for **off-grid electrification** analysis of the impact of emerging technologies on society, **electrical power systems, sustainable energy and solar systems**.

Summary

To obtain a position that leverages my skills and experiences as well as provides a challenging environment that promotes growth.

Skills

- **Strong customer focus** and good communication skills
- Basic knowledge of implementing **scrum** on **Jira software**.
- Demonstrated experience working with large, multi-discipline teams in **fast-paced**, constantly evolving environment
- working with large data sets schedules that **meet deadlines** on-time and on-budget
- Pragmatic & having a 'can do' attitude; self motivated and reliable

Expertise

- **Operational monitoring, fault detection & resolution in control room**
- Product life cycle development
- Understanding of project in agile methodology & waterfall used in business requirements.
- Data gathering & analysis- preparing technical reports & feasibility analysis

Software Proficiency

- SAP Business one (user level)
- Jira software- Project tool
- Matlab/simulink - Power system simulations
- Digsilent Power Factory - Power flow and fault analysis
- Labview - Certified workshop conducted for 15 days
- DCS - Honeywell experion c300, omron & delta, allen bradley
- NIWA Solarview & Heliocentris - Proficient during academics
- Microsoft office -word, excel, powerpoint

Conducted in-depth tutorial on automation, system and design, instrumentation project documentation, built hardware on Rf-id based home automation.

Additional Information

- Created 3500 grpo in SAP during first month of job as per goods received by WH team.
 - UAE & New Zealand class 1 full driving license.
 - Extensive volunteering experience, helped in exam pack up for takapuna library event organized by Soka Gakkai Int. which is non profit organization.
 - **Achievements;** planted almost 30 plants in the high school play ground; elected as class representative with the class strength of 120 students in 2013-2014; increased sales by 20% at white gems as diamond assorter and marketing.
 - Certificates, including labview; dcs; technical Intern at RCF Ltd;ISA.
 - Hobbies ,2 years of competitive swimming; cricket; hold a yellow belt in Takewondo; bollywood dancer; socially active and like to make new friends and learn new things; travelling.effective networking and proactive in wanting to make a difference.
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