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|  | Manish **Naik**  Sr. Procurement Analyst   |  |  | | --- | --- | | **Address** Pune, Maharashtra  **Phone** +91-8806353593  **E-mail** mm.naik1@gmail.com |  | |  |

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| Ariba Functional Consultant with a passion for optimizing procurement workflows. Seeking a dynamic role to leverage expertise in Ariba solutions, streamline processes, and enhance overall efficiency. Dedicated to delivering solutions that empower organizations to maximize the potential of their Process & systems. capitalizing a comprehensive background of supplier Management.     |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Skills**   |  |  | | --- | --- | |  | Supplier Management Domain |  |  |  | | --- | --- | |  | SAP Ariba- Up & Downstream |  |  |  | | --- | --- | |  | Sourcing & Contract, SLP Management Process Flows |  |  |  | | --- | --- | |  | Data visualizations-Spend Analysis | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Work History**   |  |  |  | | --- | --- | --- | |  | **Jan 2021 - Current** | **Senior Procurement Analyst**  *TETRA PAK IND PVT LTD, Pune*   * Having 12 years of total experience, which includes 5 years in SAP Ariba, 8 Year SAP End user and Around 10 year of domain experience in Supplier Management. * Worked in ECC end to end Support projects 3, upgrade 1 * Designed and configured SAP ARIBA SLP: Supplier Request, Registration, Qualification & Performance processes, and Supply Chain Collaboration solution in client landscape for end-to-end scenario setup in Test & Production Systems. * Ariba Upstream solutions: Sourcing, Contracts, Supplier information and Performance management * Ariba Downstream solutions: Procure to pay (P2P), Catalogs, Contracts, Requisitioning, Ordering, in SAP Ariba support and Testing. * Managing as Bex 6 member's team, responsible for managing & delivering SAP Ariba, Direct and Indirect Procurement Project. * Working as Sr. Analyst Ariba Consultant for multiple projects & programs. * Participating in Business requirement reviews and performance GAP Analysis. * Organize meetings between IT and Business teams to get requirement clarifications. * Present conceptual design and detail design session with global approval team and get approval for design. * Prepare and verify design documentation, configuration, and Functional specifications. * Co-ordinate with development team and complete required development within project timelines. * To work independently with cross functional IT, Business and External partners. * Handle business process for Requisition, Ariba Procurement Catalog, P-cards, Contract Compliance, Confirmation, Ship Notice, Receiving, Invoice Automation, Remittance Advice from ERP, Ariba Network * Act as liaison with business for troubleshooting: investigate, analyze, and solve integration problems and map business requirements, processes, and objectives, develop necessary product modifications, or coordinate with ARIBA and IT development team. * Proficient in Procure-to-Pay scenarios. Supported P2P business scenario where Procurement Temp has been done through SAP ARIBA & SRM as frontend and SAP MM worked as backend * Worked with Project team to make certain fields exportable in the Purchase Order & Purchase Order Change Export to SAP and * Identifying the field in SAP and providing it to the technical team to perform The field mapping * Investigating on issues related to data upload and validating and preparing The CSV files for data load. * Define Users, Groups, Organizations and "Delegate" Authority and access to users. * Ariba sourcing and Contracts life-cycle management includes creation of sourcing events * Designing Ariba templates Full/Quick projects, resolving technical/functional issues faced by the users * Create Supplier performance, Sourcing and Contract Templates process and approval workflow * Create Sourcing and Contract Templates process and approval workflow * Supplier enablement using Quick and Light enablement, modify Supplier enablement communication templates * Edit or create Approvals based on business needs such as approvals of Requisition, User profiles, Receipts. * Import and export data for PTP integration with ERP: Accounting, Users, groups, Suppliers, payment terms. Tax tables, Commodity codes, Units of measure, Addresses, Exchange rates and Receiving types of Configuration * Generate various reports and publish to the business owners and stakeholders * User and Supplier Trainings on Ariba upstream and downstream |  |  |  |  | | --- | --- | --- | |  | **Jan 2016 - Jan 2021** | **Procurement Analyst & PtP BeX**  *TETRA PAK IND PVT LTD, Pune*   * Major Responsibilities: Indirect Procurement Sending RFQ's, Negotiations, contract negotiations and interactions with cross functional Team Onboarding & governance of vendor master data and their compliances * Coordinating with respective stakeholders to implement the changes to Production environment Working with internal Clients of their Requirement for different Projects. * Negotiate for the hidden charges with the supplier for the best price & monitor the savings. * Contract management which has the confidentialities between both the company and the supplier and track the same. * Educating the supplier about the process and make understand the requirement of our clients. Resolve the payment issues along with the accounts for the suppliers who are not received the payments on time. * Creation of change requests for new requirements and getting the approval from Change request board & Presenting Monthly and weekly Metrics of the processed order V/s Projects. Supporting other team member to complete the process as a team player. * Continuously monitoring, evaluating and improving supplier performance Co- ordinate with internal business partner and supplier for purchase order changes. * Co-ordinate between suppliers and AP team for invoice resolution. * Assisted in the development of procurement strategies, including vendor selection, contract negotiations, and cost optimization initiatives. * Conducted supplier evaluations and performed risk assessments to ensure supplier compliance with quality, delivery, and contractual requirements. * Collaborated with internal stakeholders to assess project requirements and define specifications for procurement activities. |  |  |  |  | | --- | --- | --- | |  | **Jan 2014 - Jan 2016** | **Procurement Specialist**  *FLEXTRONICS TECHNOLOGIES IND PVT LTD, Pune*   * Responsible for Order Placement, Supply / Demand Alignment, Material Replenishment and Supplier Performance feedbacks * Sending the demand forecast to suppliers for the upcoming 13 weeks based on shortage report and chase suppliers for confirming forecast * Identify the material shortages and release orders based on lead time and work with suppliers to get the materials dock to warehouse on time * To work on Pull in's, Push out's and Cancellations with suppliers to help company in procuring when material is required, and pushing out or cancelling orders when the demand is downside * Continuously monitoring, evaluating and improving supplier performance * Co-ordinate with internal business partner and supplier for purchase order changes * Co-ordinate between suppliers and AP team for invoice resolution * Sourcing the most affordable materials for the company's manufacturing process, Monitoring dock dates to ensure they are on time * Ensuring the adequate supply of all required materials, components and equipment & Managing the procurement supplier relationships for the company * Having everyday con-calls with the production site to discuss about various shortage items and to review the above said reports with production planners * Analysis of the proposal given by suppliers & Supplier assessment and evaluation as per the procurement Process. |  |  |  |  | | --- | --- | --- | |  | **Jan 2012 - Jan 2014** | **Sr. Procurement Associate**  *INFOSYS LIMITED, Pune*   * Part of the project team, working on SAP MM- Inventory management, Purchasing Subcontracting, Third-party, consignment, External Procurement, Purchase Requisitions, Vendor evaluation, Procure to pay cycle * All P2P cycle and RFQ process * Responsible for client management and project management and day-to-day operations for all projects assigned * Successfully monitoring calls and giving individual feedback * Sending the demand forecast to suppliers for the upcoming 3 months based on Intake report and chase suppliers for confirming forecast * To take care of AP issues and co-ordinate between supplier and AP team so that suppliers are paid for their receipt of goods on time and maintain supplier contact details * Identify and define processes, sub-processes & activities, development & review of process P2P control matrix and operative effectiveness as well as remedial solutions * Responsible for resolving queries & maintaining communication with colleagues for smooth process efficiency. |  |  |  |  | | --- | --- | --- | |  | **Jan 2010 - Jan 2012** | **Process Trainee & Associate**  *SHRIRAM VALUE SERVICES, Indore*   * Support in creating investment certificate & RD products, raising contracts & purchase orders, amending investment, cancelling contracts & PO's and ad-hoc activities * Assist investors with product related queries * Amend cost and retail price based on customer's request * Coordinate and discuss process improvement ideas with the sales team * To seek out professionals with the right combination of experience, education and skill to fill a particular position | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Education**   |  |  |  | | --- | --- | --- | |  | **Jan 2014 - Apr 2016** | MBA: Operations Management  *ICFAI - Tripura* |  |  |  |  | | --- | --- | --- | |  | **Jul 2005 - Aug 2008** | BBA: Bachelor of Business Administration  *Christian Eminent Collage - Indore* | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Extra Curriculum**   |  |  | | --- | --- | |  | * Certification Kaizen workshop & S&P Domain Certificate T-100 and T-200 in 2013 * Winner of Value award in 2014 & Titanium award in 2015 in Flextronics technologies * Received Best Trainee award in 2011 & Best Employee award in Shri Ram Finance 2012. * Winner of Infosys P&G Soccer Championship 2013 * Recipient of First place in Cricket match competition in 2023 (Team Captain) | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Languages**   |  |  | | --- | --- | |  | English,Hindi,Konkani | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **References**   |  |  | | --- | --- | |  | Available on Request | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Certifications**   |  |  |  | | --- | --- | --- | |  | **Nov 2023** | Ariba Functional Consultant |  |  |  |  | | --- | --- | --- | |  | **Jun 2021** | CERTIFIED PROCUREMENT BI & Business Object |  |  |  |  | | --- | --- | --- | |  | **Jun 2017** | CERTIFIED PROCUREMENT PROFESSIONAL (CPP) Serial No: CAPPCM2830007 | |  | |