

# SUSHANT SATISH DONGARE

201, Vanashree Sayali Chs, Khadakpada, Kalyan (W) Dist. Thane, 421301 Maharashtra.

Contact No: 9029002366 E-Mail: [dongaresushant@gmail.com](mailto:dongaresushant@gmail.com)

## **CAREER OBJECTIVE:**

To build a career with an organization with committed and dedicated people to help me explore myself and build core competencies.

## **PROFESSIONAL SUMMARY:**

Performance-driven and knowledgeable Purchasing skilled at managing all daily purchasing operations, evaluating suppliers, negotiating prices etc. Possess excellent communication skills, well-developed leadership skills, and significant ability to work in a team and under pressure.

## **WORK EXPERIENCE:**

- 1. Currently working with M/s. Hitech Corporation Limited as a Purchase Executive from 16<sup>th</sup> May 2023 to till date (Manufacturer of Rigid Packaging products)**

### **❖ ASSIGNMENTS UNDERTAKEN AT HITECH CORPORATION LIMITED.:**

- Monthly RM (Polymers) procurement planning based on forecast received from sales team & to meet various suppliers for MOU discussions & to get maximum discounts. i.e. (Quantity Disc., Monthly Performance Disc., Quarterly Performance Disc., Yearly Performance Disc., Special Disc. & various Schemes, Bonus & Commissions. Etc.)
- To provide advance planning to all suppliers to understand our requirements as well as to keep the material ready in timely basis to avoid any shortage/stoppage of machines.
- To update daily stock level of all plant in system with the help of SAP & reorder if the material is required.
- Preparation of Price list and MIS reports required by management from time to time.
- Maintains records of goods ordered and received.
- To check all the invoices whether the material, quantity & price matched as per our PO or not.
- Preparation of discount provision statement, maintenance of data and follow-up of C/N from vendors.
- Follow-up for shortage/damage claim against RM purchase.
- Coordination with plant teams to short close all the pending POs after completion of every month to avoid any wrong GRN & audit NC's as well. & To ensure that any requirement received for plant will be closed as early as possible to avoid any production loss.
- Vendor development thru searching alternate RM as well as RCPP development of vendors.
- Time to time review of supplier for grading/rating purpose.
- Listing of approved suppliers thru supplier audits.

**2. Worked with M/s. Nilkamal Ltd. As a Purchase Executive from 21<sup>st</sup> May 2021 to 12<sup>th</sup> May 2023 (Manufacturer of Plastic, Wooden & Metal Furniture, Material Handling Products like Crates, Pallets etc. & Mattresses)**

**❖ ASSIGNMENTS UNDERTAKEN AT NILKAMAL LTD.:**

- Monthly RM (Polymers) procurement planning based on forecast received from sales team & to meet various suppliers for MOU discussions & to get maximum discounts. i.e. (Quantity Disc., Monthly Performance Disc., Quarterly Performance Disc., Yearly Performance Disc., Special Disc. & various Schemes, Bonus & Commissions. Etc.)
- To provide advance planning to all suppliers to understand our requirements as well as to keep the material ready in timely basis to avoid any shortage/stoppage of machines.
- Domestic as well as Import order placing in SAP. In case of urgency of any RM requirement at any plant then provide STO (Stock Transfer Order) from one plant to another plant.
- Coordination with import team as well as import vendors to cleared the RM from ports on timely basis. Track the shipment from placing the order to received at factory with excel master sheet which contains all the data related to import consignment i.e., Vendor Name, Material Description, Quantity, PO No, PO Date, B/E No. & Date, B/L No. & Date, Shipping Invoice No. & Date, Rate, No of Shipments, Container No & Size, Conversion Rate at the time of clearing the RM etc.
- To update daily stock level of all plant in system with the help of SAP & reorder if the material is required.
- Preparation of Price list and MIS reports required by management from time to time.
- Maintains records of goods ordered and received.
- To check all the invoices whether the material, quantity & price matched as per our PO or not.
- To make payment requisitions to Finance department through SAP,
- Preparation of discount provision statement, maintenance of data and follow-up of C/N from vendors.
- Follow-up for shortage/damage claim against RM purchase.
- Coordination with plant teams to short close all the pending POs after completion of every month to avoid any wrong GRN & audit NC's as well. & To ensure that any requirement received for plant will closed as early as possible to avoid any production loss.
- Vendor development thru searching alternate RM.
- Builds and maintains relationship with vendors.
- Making rate contracts with vendor to take advantages of price fluctuations in case of price rise.
- Time to time review of supplier for grading/rating purpose.
- Listing of approved suppliers thru supplier audits.

**3. Worked with M/s. Nippon Paint India Pvt. Ltd. (Japanese MNC) As a Purchase Officer from 26th Feb 2016 to 18th May 2021. (Specialized in Manufacturing of Coil Coating Paint, Auto Paint, And Decorative Paint)**

**❖ ASSIGNMENTS UNDERTAKEN AT NIPPON PAINT INDIA PVT. LTD.:**

- Purchase of Packing material (All types of 200 Ltr barrels, 20 Ltr & 10 Ltr drums, small metal containers & corrugated boxes) as well as Capex items as per requirement, specifications given from end users & sometimes purchase of raw materials like resins, solvents, pigments etc.
- Continuously worked on alternate product developments. (We introduced 16 kg barrels (0.9mm thickness) instead of 18 kg barrels (1mm thickness) to reduce the cost impact. Successfully run from last 3 years.)
- Solve any rejection related issues in packing materials by calling vendors to come & visit the plant.
- Obtaining CAPA's for each & every rejection from respected suppliers.
- Maintain quality of barrels/drums by visiting suppliers plant on quarterly basis to avoid any complaints.
- Handled project work of Electrical fencing (High protection done by implemented E-fencing by potential use of money.)
- Handled project work of External Glass Façade at Talaja location.
- Handled project work of Warehouse setup at Bangalore location at very low cost.
- Purchase of Engineering items, Laboratory chemicals & equipment's, Electrical items, Safety PPE's, Misc. items i.e., stationery & housekeeping material & Warehouse equipment's etc.
- Handling purchase of Imported items like forklift, stackers, lab equipment's etc.
- Find out appropriate vendors & ask at least 3-4 quotation, finalize the rate, prepare comparative statements, take the approval & confirm the order.
- Visit to vendors place for vendor audit & to ensure where the capacity of the vendor is enough to fulfill our requirements or not.
- Day to day follow up with suppliers/vendors till deliver the material to factory site & also co-ordinate with factory in-charge for receipt of the material.
- To ensure that the quantity received of the material is as per our purchase order.
- Bills forwarded to accounts dept. for payments.
- Coordinate with warehouse & accounts team for timely closing of every month GRN.
- Maintain the monthly report of purchase & compare to last month purchase.
- New product searching through internet.
- Handle parties account queries with the help of A/c dept. inclusive of "C" form.
- Generate monthly cost reduction (CR) report with the help of SAP.
- Working on finished goods warehouse (60 x 40 Mtrs with 14ft height) project (Initial stage)

**4. Worked with Hydrochem Systems India Pvt. Ltd. As a Purchase Assistant from 1st May 2014 to 20th Feb 2016 (Specialized in manufacturing of Water Treatment Plants)**

❖ **ASSIGNMENTS UNDERTAKEN AT HYDROCHEM SYSTEMS:**

- Identifying, recommending and coordinating with suppliers by raising enquiries and purchase orders.
- Follow-up on all orders placed.
- Analyzing purchase requirements.
- Coordinate to organize delivery of material to the desired locations.
- Developing material procurement systems.
- Reducing costs by alternate vendor development.
- Responsibility for timely passing of bills.
- Follow statutory implications to ensure that all bills are logged at accounts.
- Follow all established systems to provide information for factory purchase.
- Responsible in gathering and sorting related documents like purchase bills, POS, GIR etc.
- Ensuring timely delivery of materials.
- All other purchase related matters.

**5. Worked with M/S Mohite & Co. Chartered Accountants (Dombivli) as an Audit clerk/Accounts Assistant from June 2013 to January 2014**

**EDUCATIONAL QUALIFICATION:**

**B. Com from University of Mumbai – 2011**

**H.S.C From Birla College of Arts, Science & Commerce, Kalyan – 2008**

**S.S.C From Shri Gajanan Vidyalaya, Kalyan – 2006**

**COMPUTER PROFICIENCY:**

- Acquainted with the use of Internet for commercial and professional applications.
- MS Office, Excel basic knowledge.
- SAP Knowledge, Hands on TCS software.

**STRENGTHS:**

- Good communication skills.
- Can handle assignments as a responsible person.
- Hard working.

**I CAN OFFER:**

Commitment and Capacity to work under pressure, Ability to focus on the positive aspects of people and respect them for what they are.

**INFORMATION:**

Name : Sushant Satish Dongare  
Sex : Male  
Marital status : Married  
Date of Birth : 15<sup>th</sup> Aug 1990  
Nationality : Indian  
Languages known : Marathi, English, Hindi  
Hobbies : Trekking, playing cricket, Travelling

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge

Date :

Place :

(Sushant S. Dongare)