

DHANANJAY KUMAR

Senior Associate Procurement Operations MV S2P

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EXPERIENCE

SOFTWAREONE IND PVT LTD. , GURGAON — Senior Associate Procurement Operations

January 2020 - PRESENT

- Extensive experience of 2.5 years in formulating & implementing procurement strategies and ensuring they align with requirements and accordingly placing the purchase order & following-up for delivery.
- Develop key relationships with business stakeholders and strategic supply partners to improve business.
- Well versed with Microsoft Dynamics Navision.
- Manage and verify receiving documentation from suppliers before executing purchase order protocol.
- knowledge of contracts, invoicing, and negotiation terms; superb communication, interpersonal, leadership and negotiation skills; a problem solver with a strong analytical mindset; excellent customer service skills.
- Worked end to end using Service Now (SNC) for many processes.
- Expedite and monitor orders, coordinate with vendors and other departments as needed, provide status updates..
- Ensure invoices are received in the system and resolve discrepancies on call basis.
- Supporting the team in completion of daily tasks and taking responsibilities for tackling new assigned tasks to my team.
- Ensure proper supply base to meet cost, delivery performance and quality requirements based on current and future needs of the company.

Cloud Next Vision EMS Pune. , Zirakpur - Intern

JUNE 2019 - JULY 2019

- 2 Months internship program from 1 June 2019 - 31 July 2019
- Worked on various assignments in the field of Marketing.
- Data analysis , Lead generation, Email communication etc.
- Covered 2 countries USA and Indonesia.

SKILLS

Purchasing

Strong Math and Analytical skill

EMAIL Writing

Business Communication

Team Management

Presentation Skills

Inventory Management

Strong interpersonal skills

Vendor Management

Microsoft WORD

Microsoft EXCEL

Microsoft Powerpoint

AWARDS

Classified into B Group Employee. During the Year End 2021 - APAC Team

ABOVE AND BEYOND SPOT Award for 2 months. - APAC Team

Classified into B Group Employee. During the Year End 2020 - DACH Team

TOPPER OF THE TRAINING PROGRAM for Purchase Orders Securing 99% Overall

SECURED 3rd Position in B-STARTERS for pitching a working business plan -MBA

EDUCATION

Chandigarh Business School of Administration, Mohali — MBA - Marketing and Business Analytics

July 2018 - November 2020

- Completed MBA in 2020 with 7.78 Overall CGPA.
- Participated in International Research Week in collaboration with Students from Hague university Netherlands.
- Participated in Case Writing Seminar and worked in collaboration with Start Up in a Box.

INTERESTS

- Blogging
- Puzzle Solving
- Reading
- Driving and Traveling
- Photography
- Badminton
- Science and Innovation

Blog Page

[WEIRD GuiDe – Philosophy, Travel, Social Issues, Ideologies and Trends \(wordpress.com\)](#)

Personal Recommendation - [The Third Eye – GOD NOT IN A MOOD TO SPARE – WEIRD GuiDe \(wordpress.com\)](#)

LANGUAGES

Hindi, English, Punjabi