

ABRAR PATHAN

Process Analyst

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SUMMARY

Process Analyst with over 2+ years of experience in Procure-to-Pay (P2P) and Source-to-pay (S2P) processes. Recognized for strong communication and problem solving abilities. Proven track record in managing procurement operations effectively, fostering collaboration and contributing positively for organizational objectives. Committed to continuous learning and dedicated to personal and professional growth.

WORK EXPERIENCE

Process Analyst at Technovia Infotech System, Pune, Maharashtra, India.

June 2023 - Present

- Managed full P2P (Procure-to-Pay) cycle, ensuring smooth procurement operations.
- Converted Purchase Requisitions (PR) to Purchase Orders (PO) using SAP ERP.
- Procured direct and indirect categories of commodities to meet business needs.
- Collaborated with the Sourcing team for vendor negotiations to optimize costs.
- Followed up with vendors for material delivery and order confirmations after issuing Pos.
- Ensured adherence to SLAs in the PR to PO conversion process.
- Handled 2-way and 3-way PO matching for invoice accuracy.
- Managed the S2P (Source-to-Pay) cycle, including RFQ (Request for Quotation) process.
- Coordinated closely with Accounts Payable department for payment processing.
- Utilized various procurement tools daily to optimize workflow efficiency.
- Managed the vendor on boarding process ensuring proper documentation and compliance checks.

QA/QC Jr Engineer at Future Valve Technologies, Belgaum, Karnataka, India.

Jun 2019 - May 2020

- Maintaining all documents as per API/ISO standards.
- Incoming material inspection and dimensional measurement as per standard.
- Verifying M.T.C of casting and forging as per required standard, QAP, Data sheet.
- Visual inspection as per MSS SP 55, MSS SP 25.
- Control of non conformity products at various stages.
- Implementation of 5S on Shop floor.
- Maintaining up to date lab reports.
- Creating and maintaining MRB as per customer requirement.

EDUCATION

Bachelor in Mechanical Engineering

Aug 2020 - May 2023

Visvesvaraya Technological University, Belgaum

Grade: 7.15 CGPA

Diploma in Mechanical Engineering

May 2016 - Dec 2019

R.N.Shetty Polytechnic, Belgaum

Grade: 6 CGPA

Secondary Education

Mar 2006 - Apr 2016

Kendriya Vidyalaya No.2, Belgaum

Grade: 6.8 CGPA

ADDITIONAL INFORMATION

Technical Skills

: Purchase order management, Vendor management, Sourcing, Supplier evaluation, ERP.

Soft Skills

: Project management, Communication, Teamwork, Coordination, Decision making, Negotiation.

Training & Certifications

: SAP (MM), AutoCAD.

Other Software Skills

: MS Office, CATIA, NX CAD

Languages

: English, Hindi, Kannada, Marathi.

Nationality

: Indian