

SONALI GAVKAR

CONTACT

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OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, where my skills can be developed and used effectively, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavours as an asset to the organization.

SKILLS

- SAP MM
- Ariba SAP
- Coupa
- ERP
- Sprint ERP
- Sourcing
- Negotiations
- Vendor Management
- Project Management
- Cost Analysis
- Bidding
- Data Analysis
- Communication
- HTML & CSS
- Power BI

LANGUAGE

- ✓ Marathi
- ✓ Hindi
- ✓ English
- ✓ Gujarati

ACTIVITIES

- Positions of Responsibility:
Volunteer in a college annual event.
- Student Council: Member of student council in KJSEC.

EDUCATION

Mumbai University MBA in Operation Management Pursuing	2025
K. J Somaiya College Of Engineering and I. T B. E in Electronic Engineering 8.67 CGPA	2019
Premilila Vithaldas Polytechnic Diploma in Electronic Engineering 73.90%	2016
Maharashtra Board S. S. C 83.80%	2012

EXPERIENCE

Megger Instruments India Pvt Ltd (Megger) Senior Purchase Engineer	01-09-2023 - till
• Developing, leading & executing purchasing strategies. • Tracking & reporting key functional metrics to reduce expenses and improve effectiveness. • Crafting negotiation strategies and closing deal with optimal terms . • Determine quantity and timing of deliveries. • Monitor and forecast upcoming level of demand. • Evaluates current and prospective suppliers through supplier reviews & audits, in coordination with Supplier Quality teams, to assure supply capabilities, on-time delivery, quality and service. • Working on new projects purchase with the co-ordination with R&D team. • ownership of the purchasing policy, guidelines, and any associated documents. • Evaluates and approves commercial terms & conditions for issuing and awarding bids.	
Bulk MRO Industrial Supply Chain Pvt Ltd Electromechanical Purchase Specialist Engineer	28-03-2022 - 29-08-2023
• Discuss new and old projects with manger and teammates. • Working on solar project purchase. • Co-ordinate with client for the Technical requirement regarding projects. • Understand and Analyze technical data in BOM. • Sourcing of Electronic & mechanical related components as per the BOM and technical data provided. • Prepare schedule of Comparison. • Develop New Vendors. • Generate Po using ERP . • Co-ordinate with account team for payment . • Follow-up logistics team for timely delivery of material.	

- Extra Curriculum Activities: Active participation in school & annual event.

Aczet Pvt Ltd

Electronic Purchase Engineer Head

02-12-2019 - 25-02-2022

- Identify of all the requirements in requisition for purchase issue by Design and R&D Department.
- Monitor stock level from the store person.
- Prepare schedule of comparison.
- Research potential Vendors. Compare and Evaluate offers from Suppliers.
- Negotiations Compare and Evaluate offers from Suppliers.
- Generate the PO.
- After generating PO Co-ordinate with the vendors for the PI.
- Follow-up with the vendor for the delivery date of the subjected order.
- Maintain the updated records of all Purchased Orders.
- Co- ordinate with Quality Control department for IQC.
- Handling of Bill of Entry of Import/Export specially of critical shipment.
- Co- ordinate with the CHA and Logistics companies, transporters Airlines and other local Agents for imports and exports.
- Tracking and expediting of shipment.
- Co-ordinate with the store department after receiving the shipment.

Aplab Pvt Ltd

Quality Control Engineer (Internship)

02-12-2015 - 08-05-2016

- Worked in Quality control Department .
- Done QC of all types of Active and Passive components according to the IQC process.
- Created Material receipt with GR for incoming inspection.
- Used LCR Q meter, Dimmer, MCB test jig, Mercury digital power meter for QC.

Quality Loggers Pvt Ltd

Testing Engineer (Internship)

28-05-2014 - 30-11-2014

- Worked in Testing Department.
- Handle testing of Gas monitoring and Proximeter Board's.
- Identify issues in PCB Design and Layout during testing.
- Worked on Eddy-Current Sensor.

PROJECTS

B.E Project : Gesture vocalizer

Diploma Project : Remote controlled solar powered grass cutting machine.

SOFTWARE COURSES

Software Testing Course, Eduonix (2019)

JAVA Course, Great Learning (2022)

Excel Course, Great Learning (2022)

Data Analytics, LinkedIn (2022)

Python Course, Eduonix (2023)

ACHIEVEMENTS :

Secured 3rd place in "2nd National Level Technical Paper Presentation" of Universal College of Engineering in 2015.

Attended one day seminar on 14th August 2015 of “Digital Empowerment” by SNDT Women’s University.

PROGRAMMING SKILLS :

Java

Python

SQL

PHP Core

JavaScript

CERTIFICATION :

Certification of Procurement Management from Udemy.(2025)

Certification of Java Basic & Fundamental in Java (2022)

Certification of AI Aware Badge in Artificial Intelligence. (2022)

Certification of Data Analytics. (2022)

Certification of Machine Learning in Python. (2023)

Certification of Basic Functions & Data visualization in excel. (2023)

DECLARATION :

I hereby declare that all the above information is true to the best of my knowledge and belief.

Sonali Gavkar