Basavaraj Kaladagi

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Professional Summary:

Over all out of 7 Year Expertise in 5 years of experience in end-to-end procurement process, vendor negotiations, and cost optimization. Proven expertise in sourcing, purchase order management, vendor development, and compliance with procurement policies. Skilled in tools like SAP MM ECC and **MS Excel**, **Oracle Fusion**, with a focus on timely procurement, budget control, and building strong supplier relationships to support business goals**.**

Employment History:

Worked in **Collins Aerospace** Limited as **procurement support specialist** from Feb 2025 to July 15th -25

Worked in **Payu India Pvt Ltd as Procurement Analyst** from Aug 2019 to Nov 2024.

Project Summary:

Collins Aerospace, Bangalore-Feb 2025 to Till

Project- Support Interior's Lightning Business Manufacturing industry in Lippstadt Germany-S4 ECC.

Role and Responsibility:

Buyer / Procurement Officer Roles & Responsibilities

Identify, evaluate, and onboard suppliers based on quality, cost, and delivery capabilities.

Maintain strong relationships with vendors to ensure reliability.

Negotiate terms, prices, and contracts for favorable outcomes.

Review purchase requisitions from internal departments

Manage end-to-end procurement lifecycle using Oracle Fusion Procurement modules (Purchasing, Self Service Procurement, Supplier Portal).

Managed Planned AI integration with organized approach to adding artificial intelligence capabilities into an existing business process product, or service.

Data Preparation cleaning, labeling, and organizing data for AI models

System Integration connecting AI with ERP, CRM, or other business systems.

Testing & Validation ensure AI outputs are accurate and unbiased.

Create and process purchase requisitions (PR) and purchase orders (PO) in SAP or other ERP systems, ensure PR/PO accuracy in terms of quantity, price, vendor, and delivery dates.

Handling Punchout catalogue integrated directly into a buyer's procurement system in SAP Oracle I procurement via a standard protocol such as cXML or OCI

Coordinate with departments to validate procurement needs, onboard new vendors and maintain vendor master data, communicate with vendors for quotes, pricing, and order confirmation.

Monitor vendor performance and delivery schedules, receive goods/services and update the system (GRN – Goods Receipt Note).

Ensure quality checks and match goods receipts with PO, monitor vendor performance and delivery schedules.

Receive goods/services and update the system (GRN – Goods Receipt Note), Ensure quality checks and match goods receipts with PO.

Process vendor invoices and perform **3-way match** (PO + GRN + Invoice), resolve discrepancies in invoice vs PO or goods receipt. And route invoices for approval and post them in the system.

Ensure we have maintained timely and accurate vendor payments, work with finance teams for payment run processing.

Reconcile vendor accounts and resolve open items, generate procurement and payment reports (e.g., PO aging, GR/IR reports).

Support audits with proper documentation and records, Ensure compliance with procurement policies and controls.

Maintain proper documentation for all P2P transactions.

Payu India Pvt Ltd-Aug-2019 – Nov-2024

Project: Procure to Support NSL Infratech –ECC Oracle Fusion.

FUNCTONAL ROLES AND RESPONSIBILITIES:

Provided support for NSL Infratech Engineering' SAP systems

Create and manage purchase requisitions and purchase orders (POs).

Collaborate with internal stakeholders for procurement approvals, budget checks, and PO creation.

Maintain item catalogues and approved supplier lists in Oracle Fusion.

Managed complete procurement lifecycle from requisition to payment (P2P).

Handled both direct and indirect procurement across multiple categories.

We are creating, reviewed, and approved **Purchase Requisitions (PR)** and **Purchase Orders (PO)** in ERP systems (SAP MM).

Ensured PO accuracy in terms of pricing, quantity, delivery dates, and vendor compliance.

Negotiated pricing, payment terms, and contracts with suppliers.

Coordinating with stores/warehouse for timely **goods receipt and quality checks**

Generated weekly/monthly reports on procurement performance, pending orders, vendor delivery performance, and cost variance.

Used Excel and SAP reports for data analysis and decision-making

IBM Concentrix Daksh Pvt Ltd - Bangalore- Period Jul 2017 to Aug-2019

Process Executive (Checker)

Noor Bank is one of the largest Bank in Dubai and a major international banking and financial services group, which is among the top 50 banks in the world

FUNCTONAL ROLES AND RESPONSIBILITIES:

- Verifying KYC documents for corporate customers.
- Evaluate; verify documents, recommended approval for processing loan transactions.
- Syndication Financing for as per CAD instruction and disbursing to agent banks.
- Giving rebates to customers for prior closure of loans (Issuing FOL to the customer)
- Interest rate calculation based on LIBOR and EIBOR market standard price.
- Processing all types of Early Settlements closer request as per bank confirmation (Cash Settlements, Buy-Out Settlements, Maturity Cases, & Staff Settlements WROF Settlement)

QUALIFICATION: -

MBA – Specialization in Finance and Marketing

RGIT college Bangalore -2016

ADDITIONAL QUALIFICATIONS: -

Computer Literacy: - Tally ERP 9 Version 6, SAP, and Microsoft access.

MS office – Word, Excel, PowerPoint, Outlook and Windows Operating System and MIS Function Macro Implementation.

PERSONAL INFORMATION: -

Date of Birth	**:**	**04/07/1992**
Marital Status	**:**	**Married**
Nationality	**:**	**Indian**
Languages Known	**:**	**English, Hindi, Kannada.**