Harshal

**Poyarekar**

**Dev Enclave CHS, Flat 202, 2nd Floor, Plot 48, Sec 35E**

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**Personal Information**

**Nationality:** Indian

**Languages:** English, Hindi and Marathi

**Birth Date:** 01.09.1986

**Birth Place:** Navi Mumbai

**Career Objective**

**Mar 2015 – 31-Jan-19**

**Internal Auditor:**

* Certified Internal Auditor for ISO 9000:2015 – QMS (Quality Management System)
* Certified Internal Auditor for ISO 18001 – OHSAS (Occupation Health & Safety)
* Certified Internal Auditor for ISO 14000:2015 – EMS (Environment Management System)
* Conducting Internal Audits for ISO 9K, 14K, 18K and 27K of various departments

**Procurement**:

* 3.5+ years of rich experience in handling the entire procurement cycle and contributed towards the growth of the organization.
* Excellent in vendor and supplier management in acquiring good quality products and supporting organization meeting the objectives.
* Expertise in negotiating the prices and contracts ensuring profitability to the organization.
* Good knowledge in the overall business process and forecasting the demand ensuring the timely delivery of different materials.
* Expertise in reviewing the technical specifications and quality standards.
* Good working knowledge on computers and Enterprise Resource Planning packages like SAP.
* Excellent in mentoring and training the team to meet the expectations of the organization in meeting the objectives

A highly organized professional with 10+ years of experience in MIS Reporting and Procurement specialty in comparing prices, responding to supplier inquiries and preparing price lists seeking a Procurement Specialist position or MIS professional at reputed Organisation.

**Larsen & Toubro Infotech Ltd, Powai**

**Procurement Officer**

**Professional History**

• SAP HANA MM  
• ISO Audit

• Market Survey

• Automation

• ARIBA Sourcing

• Procurement

• Negotiation

• Spend Analysis

• MIS Preparation

• Vendor Develop

**Key Skills**

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**Automation Cell:**

* Key role in Implementing SAP S4 HANA in organisation
* Admin for SAP ARIBA system (Online Reverse Auction) and responsible to increase usage
* Admin for E-Office system (Office Stationery) and responsible to increase usage
* Creating Rate Contracts for frequent orders
* Created Complete Automated system to create HR related PO’s from Hirecraft to SAP
* Created Internal Portal Office Mate to order Office Stationery, Printing, Pantry and Housekeeping Materials to reduce PR/PO inflow
* Created auto Purchase Tracker in SAP to check the backlog
* Created auto KPI in SAP for Buyers, Managers and Department
* Created single report for tracking status from PR to Payment
* Created auto Saving Report from SAP
* Created auto PR delete for the PRs open for last 6 months
* Created new Material and Service Master in SAP
* Online Procurement
* Created Delivery SLA Report in SAP
* Created Payment SLA Report in SAP
* Created Transaction code in SAP to short close mass Open PO
* Created Transaction code in SAP to extract active SAP Users and authorisation list

**Compliance Cell:**

* Review of Vendor Registration Forms
* Review of Order Approval Forms
* Generating Vendor Code in SAP
* Modifying and reviewing Procurement Policies and Templates
* Communicating Circulars, Policies & Guidelines to Delivery, Buyers & Vendors
* Comply with QMS/ISO policies and audit requirements for procurement process
* Conform to STPI/SEZ procedures, import process and taxation norms for procurement
* Responsible for facing Internal and External Audits
* Resolving Vendor Payment Related Issues
* Ensuring Delivery of good on time
* Generating & Publishing various Reports to improve the process
* Maintaining Purchase Tracker on daily basis
* Responsible for creating KPI for Procurement and present it to higher management
* Reviewing and closing all the Open PR and Open PO in SAP.
* Getting Vendors Approved from Management
* Arranging Annual Vendor Meet
* Arranging Weekly Meetings with Buyers, Taxation, Accounts, Business and SAP Team.
* Getting GST Related details from Vendors and uploading in SAP Vendor Master
* Getting MSME Certificates from Vendors
* Getting No Due Certificates from Vendors
* Arranging monthly Meeting with defaulter Vendors
* Key role in GST implementation committee
* Core Member of Employee Health & Safety Committee
* Getting Survey done for Procurement Process
* Resolving SAP MM related issues faced by users from PR to Payment process
* Managing and reviewing SAP user Authorisation half yearly
* Creation and Maintenance of Vendor Master
* Maintaining Release Strategy & Approval Process Workflow in SAP

**Professional History**

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* Preparations of various monthly & weekly MIS report as per management need.
* Maintaining daily & monthly tracks.
* Responsible for managing MIS role for – 12 Business Units.
* Responsible for doing Pre-joining formalities of employees
* Co-ordinate with candidates regards to further details for joining & to submit their require documents
* Maintaining database for employee master monthly
* Maintaining personnel files, issuing Offer Letters/Appointment Letters/Joining Bonus Letters/Relocation Allowance Letters/ Severance Pay letters to employees
* Co – Ordinate with the PAN India locations for the data collation & for MIS reports
* Responsible for processing all Vendor Invoices
* Clearing Re location, severance pay, buddy referral and joining bonus payments.
* Data extraction, preparing analysis to support management queries
* Maintaining Recruitment Tracker for individual recruiter to track their adherence SLA
* Sending out the new joiner confirmation to ensure smooth onboarding.
* Maintaining Employee Referral data & managing the employee referral pay-out to the employees
* Maintaining Travel Reimbursement data for all the candidates, ensuring the reimbursement pay-out & generate reports for tracking the cost for organization
* Maintain Database of all the resumes following in, conducting the duplicity check (all 4 location Mumbai, Bangalore, Chennai & Pune) & informing the vendors and recruiters about the same
* Scheduling, Planning, Co-coordinating & organizing Interviews.
* Candidate management up to on boarding. (On boarding, Documentation, Induction)

**Larsen & Toubro Infotech Ltd, Airoli**

**HR MIS Executive**

**May 2012 – Mar 2015**

**Professional History**

* Preparing the Daily Internal MIS Reports to understand the need for improvement, realize the opportunity for growth and expansion of process at the Call Center.
* Preparation of monthly Performance Status Reports to Senior Management
* Creating MIS/ Dashboard report and presenting it to the concern Department.
* Preparing Monthly Scorecard for Team Leaders and Managers
* Preparing Monthly Agent Performance Report for CSR’s
* Design reporting formats to provide accurate information in a clear and concise manner
* Maintaining a tracker for Daily/Weekly/Monthly calls trend.
* Forecasting and Planning of Schedule Adherence with the help of Historical Reports/Data and Unusual Call Trends.
* Coordinating with different teams on a higher level for process improvement.
* Verification of Outputs with Inputs.
* To make additions, deletions or modifications if any is required in Inputs & review the same.
* Preparing Stretch Report of all CSR’s
* Client billing for production floor.

**Professional History**

**Aug 2010 – May 2012**

**Spanco BPO Services Ltd, Airoli**

**MIS Executive**

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**Professional History**

**Firstsource Solutions Ltd, Airoli**

**WFM Associate**

**Apr 2008 – Aug 2010**

**MIS & Reporting:**

* Handling Mobility & DTH services for Airtel.
* Daily MIS Reports for Airtel FTA, Airtel Welcome, Airtel PDD & Airtel Retention Process.
* Forecasting, Scheduling & Rostering for Airtel process.
* Working with Process Excellence Team for improving Process & Business.
* Daily Real Time Administration (RTA) & Making Reports & Database.
* Managing & Maintaining People Soft Data.

**Dialer & Planning:**

* Dialer – Altitude 7.5, Aspect 6.5.1.0 & Genesys Version 7.5
* Application – Altitude Reporting, Data Views, Hyperion, Outbound Contact Manager, Configuration Manager & CC Pulse
* Dialer Management – Create Campaigns, Calling List, Agent ID, Filter, Dispositions, Treatments
* Database Planning - Uploading, Re-churning data using Filter

**Certifications**

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| --- | --- | --- | --- | --- |
| **Name of Certification** | **Skills** | **Duration** | **Year** | **Institute** |
| **Technical Workshop on Environmental Management Systems** | ISO 14001:2015 (EMS) | 3 Days | 2016 | Bureau Veritas |
| **Technical Workshop on Quality Management Systems** | ISO 9001:2015 (QMS) | 3 Days | 2016 | Bureau Veritas |
| **Internal Auditor Training Course on Occupational Health & Safety Management** | OHSAS 18001:2007 | 3 Days | 2015 | Bureau Veritas |
| **English Typewriting – 30 w.p.m. speed** | Typing Speed 30 w.p.m. | 6 Months | 2007 | Maharashtra State Council of Examinations |
| **Certificate Course in “Accounts of Trusts and Co-Operatives”** | Accounts | 1 Year | 2006 | Karamveer Bhaurao Patil College, Vashi |
| **Diploma in Office Automation & Graphics** | MS-Dos, Windows, RDBMS, DTP, Tally & Internet | 8 Months | 2004 | Keerti Computer Institute |
| **Maharashtra State Certificate in Information Technology** | MS-CIT | 6 Months | 2003 | Maharashtra State Board of Technical Education |

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| **Examination** | **Specialisation** | **School/College** | **University** | **Duration** | **Year** | **Grade** | **Class** |
| **B. Com** | Accountancy | Karamveer Bhaurao Patil College, Vashi | Mumbai University | 3 Years | 2005-2008 | 67.14% | First Class |
| **HSC** | Commerce | Sainath Junior College, Vashi | Maharashtra Board | 2 Years | 2003-2005 | 60.33% | First Class |
| **SSC** | English | St. Augustine’s High School, Nerul | Maharashtra Board | 1 Year | 2002-2003 | 47.60% | Second Class |

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| --- | --- | --- |
| **Award Name** | **Organisation** | **Month & Year** |
| **Team Performance Award** | Larsen & Toubro Infotech Ltd | 2016-2017 |
| **Team Performance Award** | Larsen & Toubro Infotech Ltd | 2012-2013 |
| **Top Performance** | Spanco BPO Services Ltd | Apr 2011, May 2011 and Jun 2011 |
| **Rising Star** | Firstsource Solutions Ltd | Mar 2010 |
| **100% Attendance** | Firstsource Solutions Ltd | Jul 2009 |
| **Best Team** | Firstsource Solutions Ltd | May 2009 |
| **Extra Miler** | Firstsource Solutions Ltd | Feb 2009 |
| **Best Team** | Firstsource Solutions Ltd | Feb 2009 |
| **Star Performer** | Firstsource Solutions Ltd | Oct 2008 |
| **Star of Week – Client Award** | Bharati Airtel Ltd | Sep 2008 |
| **Passion Intercollegiate Ad Poster-Skit-Jingle Competition** | Motilal Jhunjhunwala College | Dec 2006 |

**Awards**

**Education**