# SWAPNIL DINKAR SUTAR

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## PERSONAL INFORMATION

**Date of Birth:** 7th October 1994  
**Marital Status:** Unmarried  
**Languages Known:** English, Hindi, Marathi  
**Hobbies:** Cricket, Music, Making new Friends, Traveling  
**Permanent Address:** Room No 46, Sai Sadan Chawl, Gautam Nagar, Aarey Milk Colony, Near Modern Bakery, Next to Dutta Mandir, Goregaon East, Mumbai 400065

## WORK EXPERIENCE

**1. Sapphire Foods India Pvt Ltd**  
**Designation:** Senior Executive  
**Duration:** January 2017 - June 2023

**Responsibilities:**

* **Logistics Planning & Management:**
  + Ensuring timely dispatches as per defined TAT and delivery of equipment.
  + Proper allocation of project-wise transporter to avoid delays and reduce dependency.
  + Planning store demobilization activities in advance to ensure store closure and asset movement as per SOP.
  + Analyzing transportation for each item.
  + Logistic vendor empanelment and rate contracts for all regions.
  + GRN, PO creation, invoice handling, vendor management, and financial problem resolution.
* **Inventory & Warehouse Management:**
  + Managing warehouse space and quarterly reviews of usable, non-usable, and scrap equipment.
  + Pan India warehouse management.
  + Monthly reviews of equipment inventory at warehouses.
  + Warehouse agreements and bill payments in coordination with the legal team.
  + Equipment packing, transportation, loading, and unloading for closed stores upon receipt of asset transfer notes.
* **Documentation & MIS:**
  + Sharing MTD stock inventory with the FA team.
  + Maintaining scrap status reports and asset movement records.
  + Maintaining STN/ATN as per GST requirements.
* **Procurement:**
  + Ordering equipment for projects based on received indents.
  + Following up with vendors for delivery and installation.
  + Aligning delivery dates with project managers.
  + Maintaining snag list tracker and ensuring closure within 30 days of store opening.
  + Ensuring Pepsi machines are delivered before store openings.
  + Implementing supply chain strategies locally and nationally.
  + Monitoring stock levels of key items and liaising with buyers.
  + Planning for bulk purchases and material master implementation.
  + Capex budgeting, PO creation, and GRN processes.
  + Successfully opened 150 stores.

**2. Travel Foods Service Pvt Ltd**  
**Designation:** Senior Executive - Purchase  
**Duration:** June 2023 - Present

**Responsibilities:**

* Developing and maintaining long-standing relationships with approved vendors.
* Meeting with vendors to assess products, negotiate pricing, and address any concerns.
* Conducting research to identify the best vendors based on pricing and quality.
* Conducting interviews with new vendors and informing them of their responsibilities.
* Establishing standards for vendor performance assessment.
* Evaluating current vendor management programs and identifying improvements.
* PR/PO creation.

## EDUCATION

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| --- | --- | --- | --- | --- |
| **Degree** | **Institution** | **Year** | **Subjects** | **Percentage** |
| M.Com | Mumbai University | 2016-2018 | Accounts | 72% |
| T.Y.B.Com | Mumbai University | 2013-2016 | Commerce | 75% |
| SSC | Shree Samarth Vidyalaya | 2010-2011 | All Subjects | 78.72% |
| PGDSCM | NIMNS (Distance Study) | 2018-2020 | SCM | 62% |

## COMPUTER LITERACY

* SAP R/3 (SD & MM modules)
* ERP-B2B
* Safal
* Nevision Software

**Total Working Experience:** 7 years

Thank you for reviewing my details.

**Swapnil Dinkar Sutar**