

CURRICULUM VITAE

GANESH GARG

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Career Summary

- Total more than 6+ years of experience in various fields like; store manager, senior purchase executive and order management specialist.
- More than 3+ years of experience in various facets of procuring materials from national and international markets.
- Expertise in developing local vendors and international vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programs including training for vendors.
- Experienced in implementing systems to streamline the procurement process, ensuring a seamless transition, and minimizing overtime.
- Experience in procurement, supplier management, and cost optimization. Proven ability to negotiate contracts, analyze market trends, and ensure supply chain efficiency.
- Adept at working with cross-functional teams to achieve business objectives.

Key Skills

- Ability to do multi-tasking
- Ability to work under pressure
- Analytical skills negotiations
- Contract Negotiation and Management
- Data Analysis
- ERP Procurement Software (SAP MM, S4/HANA, Ariba)
- Local and international vendor onboarding
- Market research
- Order Management
- Problem Solving
- Sourcing and Negotiation
- Strategic Sourcing Procurement
- Supplier Relationship Management
- Vendor management

Professional Experience

Management Trainee Procurement – Genpact India Pvt. Ltd.

April'2025 – Present

- Lead End-to-End Procurement Process: Executive procurement of goods, works, and services in alignment with organizational and donor-specific procurement policies, ensuring compliance and transparency throughout the procurement cycle.
- Documentation & Tender Management: Prepare and manage procurement documentation, including RFQ, CEV, Checklist, and bidding documents, in coordination with project and technical teams.
- Contracting & Vendor Management: Draft, negotiate, and finalize contracts, purchase orders, and work orders for downstream partners and vendors, ensuring adherence to legal and financial standards.
- ERP & Process Coordination: Ensure timely creation and tracking of Purchase Orders in the ERP system in close coordination with Finance and Project teams.
- Compliance & Records Management: Monitor contract implementation, maintain procurement records systematically for audit readiness, and ensure timely renewals, amendments, and closures.
- Policy Implementation & Process Improvement: Contribute to the development and refinement of procurement policies, tools, and practices to enhance efficiency, cost-effectiveness, and compliance.

Senior Purchase Executive - Mogli labs India Pvt. Ltd. (Moglix)

March'2022 – April'2025

- Managed end-to-end procurement activities for Emirates Steel Abu Dhabi, ensuring timely and cost-effective purchasing.
- Negotiated vendor contracts and commercial terms, achieving an average cost reduction of approximately 10-12% and improving the lead times.
- Developed and maintained supplier relationships to improve quality and reliability.
- Implemented procurement strategies that enhanced supply chain efficiency.
- Ensured compliance with industry regulations and company policies.
- Create Purchase orders through SAP, SCH, Ariba, ERP systems, etc.
- Prepare reports and dashboards for weekly and monthly reviews meetings with customers.
- Conduct a thorough analysis of stuck items awaiting procurement by buyers.
- Setting up the weekly, monthly, quarterly procurement plan.
- Liaison with the finance department for timely payment of bills.
- Develop OEMs and OPMs in place of traders to reduce costs and lead times.

Purchase Executive – Lark Laboratories India Pvt. Ltd.

December'2021 – March'2022

- Managed raw material procurement, ensuring cost savings and strict quality control.
- Create PO's, preventing stockouts and improving inventory accuracy.
- Coordinated logistics and suppliers, reducing lead times by 15-20% for faster deliveries.
- Strengthened vendor relationships, enhancing efficiency in quotations and deliveries.
- PO copies sharing with suppliers and follow up for raw material delivery.

Store Manager – Dish TV India Pvt. Ltd.

August'2018 – December'2021

- Distribute fresh materials to technicians and collect defective material from them.
- Oversaw stock inventory management and conducted weekly reconciliations to prevent material shortages.
- Raised request for fresh materials to central warehouse and collect defective materials from store.
- Handled administrative tasks, including reporting and team coordination.
- Gather monthly reports from various stores, individuals, and departments, consolidate the stock reports, and share them with headquarters.
- Conducting a stock audit of two other stores in a month.

Education

- Bachelor of arts – Swami Vivekanand Subharti University, Meerut | 2024
- 12th – RBSE Board | 2017
- 10th – RBSE Board | 2015

Tools s Software

- SAP MM, S4/HANA, SCH, Ariba, Opentext, ERP System, Microsoft Dynamics
- Microsoft Office Suite (Excel, Word, PowerPoint, Outlook)
- Power BI, Lucid charts, Flowcharts

Languages

- Hindi
- English

Declaration

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