

ANIKET MUKUND RAUT

R/at: Nigdi-Pradhikaran – 411044

Mobile: +91 7972136571

E-mail: Ercivil.aniketraut023@gmail.com

PROFESSIONAL SUMMARY:

Experienced Professional specializing in Procurement Management for high-rise projects. Skilled in procurement strategy development, supplier relationship maintenance, and utilizing ERP High Rise software. Proficient in purchase order creation, vendor negotiation, invoice review, and market research. Demonstrated ability in supplier evaluation and network expansion. Strong track record of successful negotiations and ensuring smooth material flow and timely payments for project success.

PROFESSIONAL WORK EXPERIENCE:

S. B. Patil Group, Chinchwad

03-Apr-2025 – Till date

Sr. Purchase Executive

- Hands on experience on ERP (HIGH RISE)
- Co-ordinating with teams for material requirement planning and timely delivery
- Procured construction materials as per project specifications and budget
- Maintained vendor database and negotiated competitive pricing
- Issued and tracked purchase orders to ensure timely delivery
- Conducted market research to identify cost-saving opportunities
- Maintained accurate procurement records and documentation on tools and MS Excel
- Ensured timely payment processing and invoice verification
- Handling multiple projects simultaneously

Engineer's Horizon Linux Group, Baner

18-Dec-2023 – 10-Mar-2025

Purchase Executive

- Creating a purchase order as per site requirement, on high rise software
- Invoice approval through ERP (HIGH RISE)
- Working On P2P Cycle
- Taking follow up regarding material
- Making comparative regarding vendors pricing
- Making daily work reporting
- Validating invoice same must be processed to accountant for payment

S. B. Patil Group, Chinchwad

16-Jun-2021 – 30-Sep-2023

Purchase Auditor

- Creating a purchase order as per site requirement
- Verifying monthly requisition as per site
- Vendor finalize as per material and site
- Negotiate with vendor for material costing
- Collecting and validating the invoices from clients
- GST calculation / validation based on actual invoice
- Cross verifies invoices from the seniors
- Site visit for checking the material received from the vendors
- Material Inward entries in the register
- Making weekly report based on the material received from the vendors

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Aarush Associate, Punawale

15-Oct-2018 – 25-Feb-2021

Site Engineer

- Finishing the work according to the BOQ standards
- Contractor bill certification work
- Preparing daily progress report and labor report
- Creating a purchase order as per site requirement
- Control wastage and improve quality of workmanship

Idhant Infra, Jadhavwadi

09-Dec-2017 – 09-Oct-2018

Site Engineer

- Creating a purchase order as per site requirement
- Taking follow up regarding material
- Preparing daily progress report and labor report
- Handling department labor with daily work report and record
- Supervision and checking of rework, bar bending work
- Look after maintaining quality of work

ACADEMIC PROFILE:

Qualification	Institute	Year	Grade/Class
Civil Engineering (Dipl.)	Maharashtra State Board of Technical Education	2017	First Class
SSC	Maharashtra State Board of Secondary and Higher Secondary Education	2008	First Class

TECHNICAL SKILLS AND CERTIFICATIONS:

- Pursuing Supply Chain Management and Contract Drafting by *Indian Institute of Professional Studies*
- Pursuing SAP (s4hana) by *Droit Solutions Institute*
- Real Estate Consultant by *MITCON, Pune*
- Auto cad (2D) by *Impetus IT Services Pvt. Ltd.*
- MS-Office Excel by *Impetus IT Services Pvt. Ltd.*

PERSONAL DETAILS:

- Date of Birth : 23/01/1991
- Nationality : Indian
- Languages Known : English, Hindi, Marathi

Date :

Place : Pune

Aniket M. Raut