

# DHIRAJ SONAWANE

Nashik, Maharashtra | 7420938770  
dhirajsonawane9960@gmail.com

---

## PROFESSIONAL SUMMARY

Motivated and detail-oriented Purchase Engineer with experience in SAP S4 HANA MM, procurement processes, vendor management, and logistics coordination. Adept at material planning, vendor evaluations, and ensuring cost-effective and timely procurement. Proficient in Microsoft Office tools, with strong interpersonal skills and a commitment to continuous improvement and safety compliance.

---

## EDUCATION

Indira College of Engineering & Management, Pune

May 2022

**Bachelor of Engineering, Mechanical**

**Percentage:** 78.80%

---

## WORK EXPERIENCE

United Heat Transfer Ltd., Nashik

26<sup>TH</sup> SEP - Present

### Purchase Executive

- Responsible for procurement of all project-related materials in coordination with the engineering and production teams.
- Handled procurement of raw materials such as tubes, rods, plates, angles, and channels.
- Procured fasteners including bolts, nuts, and other essential hardware items.
- Managed procurement of gaskets, valves, plugs, and nameplates as per project specifications.
- Responsible for sourcing and procurement of all types of consumables required for operations.
- Oversaw the end-to-end Procure-to-Pay (P2P) process, ensuring accuracy and compliance.
- Created and managed all types of Purchase Orders (POs) including CAPEX, Domestic, Import, and Subcontracting.
- Prepared and analyzed Cost Comparison Sheets to support vendor selection and negotiation.
- Finalized vendors based on quality, pricing, and timely delivery performance

Track Components Ltd., Nashik

March 2024- 25<sup>TH</sup> SEP

### Purchase Officer

- Responsible for planning, developing, and buying materials in a cost-effective way. Follow up/Receiving quotations and making comparisons.
- Responsible for procurement of press part components.
- Generate purchase orders as per requirements, place and confirm orders with suppliers, and monitor until delivery completion.
- Visit supplier facilities to conduct inspections, audits, and performance reviews, ensuring required standards are met.
- Conduct vendor evaluations and vendor ratings.
- Coordinate with Quality and Production departments to ensure the quality of incoming material from new suppliers until the stabilization phase.
- Maintain records of all purchasing items.

**VDD, Purchase Department**

- Prepare MIGO entries for all incoming materials in the SAP system. Perform transfer postings in SAP. Create purchase orders and maintain source lists.
- Create inbound deliveries and CST for sales orders. Issue raw materials to vendors.
- Create 57F4 documents in SAP for subcontracting material dispatch.
- Close 57F4 challans and update records in the system.
- Conduct daily perpetual inventory for high-value items.
- Handle bought-out material issues on the line.
- Perform stocktaking and reconcile stock with the system.
- Receive and supervise all incoming materials.
- Arrange proper storage of inward materials.
- Manage manpower distribution, inventory control of stores, and inventory management.
- Prepare FIFO system, monitor daily shelf life items and expiry dates.
- Maintain health and safety policies and records.
- Monitor daily BOP line losses and conduct daily work meetings. Create scorecards and die observation reports.

**AREAS OF EXPERTS**

---

- SAP S4 HANA MM Understanding
  - Define Plant, Storage Location & Purchase Organization
  - Master Data Management: Material Master, Business Partner, Info Record, Source List Configuration of Purchasing Document Types, Number Range, Purchase Order, Purchase Requisition
  - Configuration of Pricing Procedure, Condition Type for Purchase Order Procurement to Pay Cycle & Related Configuration
  - Price Negotiation Materials Planning
  - Vendor Relationship Management
  - Microsoft Word & Microsoft PowerPoint Microsoft Excel & Macro VBA
  - Ability to Work in a Team & Good Interpersonal Skills Logistics Coordination
- 

**HOBBIES**

- Community Involvement
  - Travel
  - Reading
- 

**PERSONAL INFORMATION**

- Date of Birth: 16/06/2000
- Permanent Address: House no 22, At post - Malpur, Tal - Sakri, Dist – Dhule
- Current Address: Flat no 503, Sunandan Apartment, Behind KK Wagh Egg College, Amrutdham, Nashik
- Languages Known: English, Hindi, Marathi
- Nationality: Indian
- Marital Status: Single