

PRATIK KHANDELWAL

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SKILLS

SAP- Sales and Distribution	MS Office	Distribution Management
SAP- Material Management	Vendor Management	Team Player

PROFESSIONAL EXPERIENCE

Advanz Pharma – Commercial Support Senior Executive (UK & Ireland) Mar’20 – Dec’24

- Managed third party logistics and coordinated export orders to Ireland, ensuring seamless customer service.
- Skills in analyzing historical data to forecast demand and plan production, inventory and logistics activities accordingly.
- Experience in maintaining optimal inventory levels, managing stock counts, and ensuring efficient stock replenishment.
- Processed and monitored returns, ensuring adherence to commercial requirements and compliance standards.
- Oversaw a portfolio of top 10 key accounts worth ₹30 crore monthly, driving customer engagement and satisfaction.
- Collaborated with sales, finance, and customer teams to achieve monthly sales targets effectively.
- Maintained and analyzed monthly rebate reports, aligning actual sales against agreed targets to optimize customer agreements.
- Monitored order delivery status and maintained comprehensive reports on the vendor cycle from sales order release to final delivery.
- Validated claims, issued credit and debit notes, and ensured fair settlements while enhancing customer satisfaction.

Allied Digital Services Ltd – Purchase Associate Feb’19 – Mar’20

- Negotiated with local and large-scale vendors to secure competitive quotations and optimize procurement costs.
- Procured high-quality materials for government projects and key clients, ensuring compliance with project requirements.
- Monitored and managed inventory levels to ensure efficient supply chain operations.
- Oversaw timely invoice creation and coordinated vendor payment processing with the finance team.
- Tracked material deliveries to ensure adherence to scheduled timelines and project milestones.
- Established streamlined procedures for handling returns of damaged goods and replacement items.
- Facilitated onboarding of new suppliers, securing favorable payment terms to enhance vendor relationships.
- Managed AMC contracts in SAP, ensuring accurate documentation and seamless invoice generation with the finance team.

ITC Ltd. – Assistant Accountant (FTC) Sep’17 – Oct’18

- Managed monthly remittances averaging ₹350 crore, ensuring timely and accurate processing.
- Conducted daily bank account reconciliations to maintain financial accuracy and compliance.
- Posted and reviewed vouchers in the Accounts Payable system using SAP, ensuring accuracy and completeness.
- Calculated and applied penalties to vendors for late deliveries, accounting for the same in SAP.
- Maintained detailed records of goods damaged in transit and executed debit adjustments to vendor accounts.

ACADEMICS

YEAR	DEGREE	INSTITUTE
2014 - 2017	Bachelor of Commerce	Ramniranjan Jhunjhunwala College
2012 – 2014	Higher Secondary Certificate	Ramniranjan Jhunjhunwala College
2011 - 2012	Secondary School Certificate	Pune Vidya Bhawan