

NITIN LATAYE

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SUMMARY

Strategic Buyer with **4+** years of experience in **MRP-driven purchasing, supplier negotiations, and inventory management** in global manufacturing environments. Proven track record in **minimizing shortages, reducing PO processing time by 40+ hours/month**, and driving cost-effective purchasing aligned with **PPV, ERP data optimization**, and production planning

WORK EXPERIENCE

CAPGEMINI INDIA PVT LTD

Mumbai, India

Purchasing Specialist (SAP MM)

Jun 2022 - May 2024

- Processed **direct** and **indirect** purchase orders via **SAP S/4HANA** based on **MRP demand**; aligned deliveries with production priorities across **10+** client accounts
- Liaised** with **cross-functional teams** to resolve **invoice errors, material shortages, and blocked GRs**, improving overall fulfillment rate to **98%** with SAP-based procurement solutions
- Investigated and resolved over **200+ GR/IR discrepancies, invoice blocks**, and missing supplier confirmations, maintaining a **98% procurement SLA** across clients
- Automated **mass PR/PO closure** for Italy using custom SAP logic, saving **40+ hours/month**, and enhancing procurement cycle time by aligning deliveries with **forecasted demand**
- Created **Excel/Power BI dashboards** for supplier **OTIF tracking, PO backlog status, and inventory risk reports**; improved response time to material shortages by **20%**

GODREJ AND BOYCE MFG PVT LTD

Mumbai, India

Purchase Engineer – Buyer/Planner (Sub-Contracting, Bought-Out, Indirect)

Dec 2019 - Mar 2022

- Oversaw **MRO** and **project-based end-to-end procurement** for defense and medical projects by aligning with engineering, quality, and vendor teams, ensuring **BOM accuracy, spec validation, and 95% on-time delivery**
- Managed **300–400 POs/month**, enhanced **PO approval workflows** via **Kaizen**, cut lead times by **10%**, and maintained **ISO-compliant documentation** for audits and certifications
- Maintained procurement records, generated weekly **Excel/Power BI reports** on **spend analysis, vendor performance, order status**, and material availability across all manufacturing departments
- Utilized **INFOR ERP** to align material planning with production schedules; flagged **long-lead part risks**, implemented **strategic sourcing**, and optimized **buffer stock** strategies
- Consolidated POs across suppliers and **avoided delivery disruptions** across **7+** manufacturing units during critical builds by improving **logistics coordination** and expediting actions
- Collaborated with design, quality, and production teams to validate specs and **negotiated contracts** with **cost-free delivery changes** on revisions, saving **\$6K** while ensuring **zero rework**

EDUCATION

UNIVERSITY AT BUFFALO, THE STATE UNIVERSITY OF NEW YORK

Buffalo, New York

Master of Science, Management Information System (Supply Chain Analytics)

July 2024 - May 2025

MUMBAI UNIVERSITY

Mumbai, India

Bachelor of Science, Mechanical Engineering

Jun 2015 - May 2019

ACADEMIC PROJECT

Supply Chain Risk Mitigation Strategy for Mercon Coffee

- Conducted in-depth analysis of Mercon Coffee's bankruptcy and developed actionable supply chain strategies, focusing on sourcing diversification, **logistics optimization**, and price volatility management
- Recommended global **sourcing models**, real-time visibility tools, and **risk mitigation strategies** to strengthen the supply chain

SKILLS

ERP & Tools: SAP S/4HANA, INFOR ERP, Advanced Excel (Pivot Tables, VLOOKUP, Conditional Formatting), Power BI, Tableau

Project & Technical Skills: MRP-based Purchasing, Exception Message Management, Return-to-Vendor Process, Purchase Price Variance Analysis, Supplier Scorecard Review, PO Scheduling/Modifications, Inventory Optimization, ERP Master Data Adjustments

CERTIFICATIONS

CSCMP Supply Chain Procurement Professional Certificate ([Link](#)) | SAP S4 HANA Sourcing and Procurement (Module MM) ([Link](#))