

Utkarsh Sadawarti

PROCUREMENT & SUPPLY CHAIN- ERP Systems & Procurement Tools, Strategic Sourcing

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📍 [Peterborough](#)

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SKILLS

- **Procurement & Vendor Management:** Well-versed in supplier sourcing, Procurement Contract Structuring.
- **ERP Systems:** IFS Cloud for procurement automation, Stock Level Management, SAP, Microsoft variable.
- **Supply Chain & Inventory Planning:** Demand forecasting, materials planning, and stock level optimization.
- **Logistics & 3PL Management:** Coordination of domestic/international shipments, and warehouse ops.
- **Data Analysis & Reporting:** Proficient in Excel dashboards, procurement data reporting, and spend analysis.

WORK EXPERIENCE

Procurement Officer

September 2024 – April 2025

Covia Corp.

Ontario

- Directed procurement lifecycle through IFS Cloud ERP, generating and tracking 200+ purchase orders monthly, ensuring 98% on-time delivery and strict operational compliance with supply chain protocols regularly.
- Led vendor evaluation, negotiation initiatives, improving supplier terms by 15%, while managing relationships with 50+ suppliers to optimize cost-efficient procurement sourcing strategies, contractual agreements expertly.
- Coordinated interdepartmental communication with Accounts Payable to resolve 100+ invoice discrepancies monthly, accelerating payment cycles and sustaining vendor trust and contractual adherence standards rigorously.
- Executed demand trend analysis leveraging procurement data to reduce inventory holding costs by 20% and align purchasing decisions with evolving shifting operational requirements and strategic objectives strategically.

Demonstration Associate

September 2023 – August 2024

Club Demonstration Services

Ontario

- Delivered 300+ in-store product demonstrations quarterly, increasing customer engagement by 25%, utilizing detailed product knowledge to communicate technical features, benefits productively across diverse consumers.
- Ensured strict adherence to health and safety protocols during live sampling, achieving 100% compliance and minimizing operational risks within diverse retail environments through continuous monitoring and staff training.
- Collected and analyzed 200+ customer feedback inputs monthly, enabling brand teams to tailor promotional strategies and optimize in-store marketing efforts for enhanced customer acquisition and long-term retention.
- Adapted demonstration techniques across 10+ product categories, maintaining consistent messaging and customer experience despite varying retail contexts, demographic profiles through agile communication adjustments.

Operations Manager

May 2019 – June 2022

Doodle Wafflewich Cafe

Telangana

- Analyzed sales and competitor data, delivering actionable insights that drove a 20% reduction in operational expenses through targeted process optimization and strategic resource allocation improvements uniformly.
- Managed procurement and inventory systems using SAP ERP, reducing stockouts by 30%, improving reorder accuracy, resulting in enhanced supply chain stability, minimized downtime risks anticipatory across departments.
- Developed logistics workflows and material management training, ensuring 100% compliance with statutory guidelines while optimizing resource utilization and reducing operational bottlenecks decisively throughout.
- Directed vendor relations and procurement processes, achieving a 15% reduction in waste and maintaining optimal inventory turnover aligned exactly with fluctuating demand forecasts continuously throughout operations.

PROJECT EXPERIENCE

Procurement Cost Optimization Strategy

September 2023 – April 2024

Project Coordinator – Cost Optimization, Ontario

- Designed and executed procurement strategy utilizing advanced demand forecasting and competitive sourcing techniques, Drastically improving vendor selection efficiency and inventory turnover metrics overall Uniformly.
- Implemented effective cost-saving measures by optimizing order timing, supplier evaluation processes, resulting in measurable reductions in procurement cycle times, expenses, overall operational costs, and resource utilization.

EDUCATION

Graduate Certificate in Supply Chain Management & Global Logistics

September 2023 – April 2024

Fleming College, Ontario

Graduate Certificate in Project Management

September 2022 – April 2023

Fleming College, Ontario

Bachelor of Engineering in Electronics & Telecommunication

August 2015 – May 2019

S B Jain Institute of Technology, Management & Research, India

CERTIFICATIONS

- Certified Associate in Project Management (CAPM)
- Canadian International Freight Forwarders Association (CIFFA) Certification