



# DEVIDAS MUTHE

 [devidas.muthe7796@gmail.com](mailto:devidas.muthe7796@gmail.com)

 +91- 9604111298

 Lonavala - 410401

## SYNOPSIS

Experience: 3.5+ years of experience – 1.6 years with IBM /kyndryl & 1.9 year with HCL tech.

Current Role: Senior ITAM Analyst at HCL tech.

3.5+ years of expertise is being offered, along with a prompt start as an IT asset management service (ITAM). Formerly worked for HCLTech Pune and IBM/Kyndryl India Pvt. Ltd. qualified with a Master of Business Administration and a Bachelor of Computer Applications from Pune University. familiarity in order management and HW/SW asset management overall, including handling end-to-end order processing from quote to payment and vendor management, as well as resolving order process disputes while interacting with various stakeholders such as clients, vendors, and procurement. A strong communicator with strong interpersonal, analytical, and logical reasoning skills.

**Strengths:** Capabilities to solve problems analytically and suggest solutions to the team; facilitating smooth transactions for customers; managing team escalation; fostering strong teamwork; adapting knowledge for the overall process; and delivering by established requirements and goals.

## SKILLS:

- Order Management, Hardware Asset Management, Software Asset Management, Supply chain Management
- Customer Relationship Management, Critical Thinking
- Ability to Work under Pressure, Logistics Management
- Business Process Improvement, Inventory Management, Agile Methodology.
- Equipment Purchasing
- Asset Tracking
- Asset Tagging
- Process Management
- Inventory Accuracy
- Time Optimization

## EMPLOYMENT DETAILS:

**From 26th July 2021 to 30th December 2022| Infinite Computer Solutions- Order management analyst on payroll of Infinite Computer Solutions at IBM/Kyndryl India Pvt. Ltd.**

### Key Deliverables:

- Processing orders in Source Tools to validate the form of order, quotation supplied by vendor after which approving the funds, creating a requisition in Ariba, ensuring the PO is released had been a part of my day-by-day activities.
- Asset monitoring in Ariba/ OSOL tools for delivery status, thus making sure order is closed became a component of each day activity.
- Works closely with supply chain and materials management to prevent supply disruptions.
- Drive cost reduction efforts working collaboratively with the business stakeholders (Product development teams, Quality, Operations)
- Assists in the communication to suppliers to match delivery and quality expectations
- Client facing exposure for internal clients as well as external clients for North America.
- Track problems, monitor trends, gather information, and perform root cause analysis.
- Work as a liaison between the customer, sales, logistics for supply and demand and other corporate personnel.

## EDUCATION:

### Savitribai Phule Pune University

Pune • 04/2021

*Master's in Business Administration.*

### Savitribai Phule Pune University

Pune • 06/2019

*Bachelor's in Computer Application.*

### Pune Board

Pune • 2024

### HSC

Pune • 2012

### SSC

## TECHNICAL FORT:

- Order Now Tool
- Source Tool
- WWCT
- SAP MM
- SAP Ariba (Buy@IBM)
- MS-Excel
- CNDB
- SNOW
- MS-Planner
- OSOL
- Cisco CCW

- Experience in handling Hardware End to End Operation in Hardware Asset Management- 1.6 years
- Working on Hardware Assets Management tool: SAP MM, SAP Ariba.
- Handled day-to-day running of Hardware ensuring high levels of productivity and progression.
- Prepare Weekly and Monthly dashboard Reports.

**From 13th Feb 2023 to 30 Jun 2024 | ITAM Senior Analyst at State Street HCL Services Pune | continued after transition with HCL tech from 1 Jul 2024.**

## Key Deliverables:

- On a daily basis, asset updates are processed in SAP for SEZ locations. (Pune, Chennai, Coimbatore, Vijayawada.)
- Generating purchase orders in Ariba and monitoring progress with the procurement team until the purchase order is issued.
- Creating a report on dual assets and weekly inventory data, which will be delivered every week.
- MIS reporting.
- Preparing monthly asset data for all the four locations.
- Asset Tagging.
- Provide IT clearance for LWD employees.
- Maintaining Asset Inward and outward data.
- Processing reconciliation including WFH and WFO data in addition to SAP inventory data.
- Keeping track of asset verification, asset registry, asset collection, and WFH - WFO data.
- Raising the bulk asset upload request to update and refresh the assets in Service Now.
- Performing monthly reconciliation of SAP inventory data with SNOW dump file.
- Collaborates with site leads to bridge the gap between dual asset users.
- Collaborating with the GIT team on asset scrap operations.

## PERSONAL SNIPPETS:

Date of birth: 7th July 1996

Address: 17, Khetan watika banglow, HDFC bank road, Tungarli, Lonavala -410401

## LANGUAGES:

- English
- Hindi
- Marathi

## DECLARATION:

*I hereby affirm that the above-written particulars are true to the best of my knowledge and ability.*

*-Devidas Muthe.*

*Thank you.*