

RESUME

PERMANENT ADDRESS

NIRUPAM SINGHA

DINHATA COOCHBEHAR
GOSANI ROAD.PO-DINHATA
DIST-COOCHBEHAR.WARD NO-08
PIN- 736135. (WB)

CURRENT ADDRESS

NAUKAGHAT,TINBATTI MORE
SILIGURI, WEST BENGAL
PIN – 734004

CONTACTNO: 9062621580

ABOUT MYSELF: A **Competent Manager** with excellent communication. Deep knowledge and experience in **Procurements, Sales, Transit Insurance, Factory Productions, Vendors / Clients / Customers / Trans porter/Contractor Handling.**

STRENGTHS:

1. Procurement, Inventory Management, Strategic Planning & Sourcing, Logistics Management, Material Management
2. Import procurement handling.
3. To coordinate with other departments for material requirement planning, factory monthly production planning & purchase planning ensuring continuous supply at optimum costs.
4. Developing procurement and logistic plan with strategy to ensure overall timely available of any type of materials at factory stock.
5. Looking after also transit insurance parts. Entire Insurance claim procedure till to credit estimated claim amount into Bank Account.
6. Developing new policies and procedures to improve sales performance and resolving dealer disputes.
7. Identifying and exploring new markets and tapping profitable business opportunities.
8. Offline Tenders & Online Tenders through e-Procurement procedures.
9. Dealing with enquiries from prospective customers.
10. Marketing & Business Development
11. Registration and renewal of registration as Client in different e-Procurement Portal for Online tender participation.
12. Digital Signature Certificates of different classes for Online tender participation.
13. Good Communicating with client's both over the phone and face to face.
14. All accounting Entries in Tally Prime, passing Journals. Maintaining Bank & Bank reconciliation, Cash
15. Bank entries & reconciliation, Entering Bills
16. Handling, Invoicing, Issuing E-way bill.
17. Initiating Vendors payments, as per ageing chart through RTGS, NEFT, IMPS, CHEQUE, TDS Workings, TCS workings

PERSONAL INFORMATION:

Date of birth : 30/10/1985
Gender : Male
Languages known : English, Hindi, Bengali, Marathi
Mother Tongue : Bengali
Marital status : Married.
E-mail : Singha1984@gmail.com
Phone : 9062621580 (M)

JOB EXPERIENCE: 15 years

1.NIRAM INDUSTRIES PVT LTD: 13/04/202022 to Till Date

DESIGNATION: MANAGER – (PROCUREMENT + SALES)

PROCUREMENT ROLES:

- 1.Purchase all types of Raw Materials, Packing Materials, Import Raw Materials as per Factory Production Requirements.
- 2.Monthly Planning Preparation to keep stock of all Raw Materials , Packing Materials, Import Raw Materials so that Factory production not be hampered if suppliers make delay in supplying materials on time.
- 3.Collecting quotations by mails from vendors/Subcontractors & prepared compare statements and Proper Negotiation as well as final orders placements.
- 4.To certify invoices for payments and to make a regular follow-up with the vendors to ensure deliveries on time.
- 5.To coordinate with other departments for material requirement planning, factory monthly production planning & purchase planning ensuring continuous supply at optimum costs.
- 6.Developing procurement and logistic plan with strategy to ensure overall timely available of any type of materials at factory stock.
- 7.Monthly stock update and take production planning from factory, coordinate with sales department and make a proper procurement planning.
- 8.Developing the long-term partnerships with suppliers; managing the day-to-day supplier performance to ensure meeting of optimum services, cost, delivery and quality norms.
- 9.Entire Import Procurement process of Polymer powders handling , LC preparation, Final LC sharing with Exporters, Total Documents maintaining, Co-ordination with Bank and LC payments follow up and on time payments.
10. Releasing of payments as per payments terms of all suppliers on time to avoid any type of penalty.
11. Looking after also transit insurance parts. Entire Insurance claim procedure till to credit estimated claim amount into Bank Account.

SALES ROLES:

- 1.Establish full-scale sales operation; duties include developing database systems, Preparing E-Invoices, e Way bills and developing sales and marketing strategies.
- 2.Monitoring Sales Reports, Competitor Strategies.
- 3.Good communication skills both verbally and written with the great organizational and management skills.
- 4.Experience of more than 6 years in the field of marketing.
- 5.Very energetic, organized and have well public relationship knowledge.
- 6.Great ability to deal with the clients, influencers, queries, problems or complaints.
- 7.Responsible for achievement of the sales target set by the company the new business development and performance of all sales activities related to products in assigned market.
Monitoring sales reports, Competitor Strategies, Selling Prices, & market share.
- 8Developing new policies and procedures to improve sales performance and resolving dealer disputes.
- 9.Identifying and exploring new markets and tapping profitable business opportunities.
- 10.Enhance market penetration by developing and managing a network of retailers/dealers/distributors/franchisee and achieve business growth
11. Looking after also transit insurance parts. Entire Insurance claim procedure till to credit estimated claim amount into Bank Account.

2. NIS MANAGEMENT LIMITED: 13/09/2017 to 01/04/2022.

DESIGNATION: TENDER MANAGER - (MARKETING & TENDER)

1. Excellent knowledge in Preparation of Tenders & Procedures / Bidding and submission of Government and Public Tenders (Manpower Tender, IFM Tender, water and waste management Tender,Civil & Road Construction Tender)
2. Preparing Techno-commercial Bid and submitting physically & electronically Government Tenders.
3. Follow-up EMD & Bank Guarantee, Site Visit and attending pre bid meeting.
4. Preparing Estimation (Commercial part).
5. Excellent knowledge in Preparation of Offline and Online Tenders & Procedures / Bidding and Tenders submission Of – **BHEL, IOCL, ONGC, NTPC, GSFCL, BPCL, HPCL, MRPL.**

3: REAN WATERTECH PVT LTD (SHRACHI GROUP): 27/01/2013 to 05/09/2017

DESIGNATION: EXECUTIVE - (MARKETING & TENDER)

1. Prospect for potential new clients and turn this into increased business.
2. Preparing the proposals (Technical & Commercial)
3. Preparation of EMD and Bank Guarantee Statement.
4. Obtain Vendor Registration, Approvals and Renewal in Govt / Public Sector.

4: CENTURY RAYON: (B.K. Birla Group of Companies) 29/02/2008 to 25/06/2012

DESIGNATION: PROCESS ENGINEER

1. To observe & solve any abnormalities of the plant.
2. Making Strategies for the Expansion of the plant.
3. Solving different technical problems with ejectors, process and piping's and pipe rack design, different supports at pipe lines to reduce stresses.
4. Expansion and development of process
5. Drawing of P&ID and PFD of Project work.
6. Erection, installation and commissioning project work
7. Material and energy balance, Utility sizing.
8. Documentation of projects work

SCORE DETAILS

ENGINEERING: B-TECH (Chemical)

COLLEGE : HALDIA INSTITUTE OF TECHNOLOGY. (HIT)

UNIVERSITY : WEST BENGAL UNIVERSITY OF TECHNOLOGY.

PASS OUT YEAR: 2007

ADDITIONAL QUALIFICATION:

1. ADVANCE DIPLOMA IN INFORMATION TECHNOLOGY.
2. FINANCIAL ACCOUTING (CFA)

ACADEMIC PROFILE:

SR.NO.	QUALIFICATION / PASSED OUT YEAR	UNIVERSITY	OBTAINED	REMARK
1	Financial Accounting (CFA) / 2022	National Youth Computer (EDUCATION & TRAINING) Govt. Of India	86.5 %	FIRST CLASS
2	Advance Diploma (Information Technology)/2019	National Board Of Computer Education Govt. Of India	71.5%	FIRST CLASS
3	B. Tech (Chemical Engineering)/2007	West Bengal university of Technology	71%	FIRST CLASS
4	H.S.C / 2003	West Bengal board of higher secondary education	64.5%	FIRST CLASS
5	S.S.C / 2001	West Bengal board of secondary education	86%	FIRST CLASS

COMPUTER KNOWLEDGE: Computer Fundamentals, Windows 7, Office (word, Excel, Access, PowerPoint), Tally, Hardware Concept, Internet.