

SUCHISMITA DUTTA

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## OBJECTIVE

- To secure a challenging executive position with a progressive organization that would utilize my interpersonal, communication & business related skills.

## PROFILE SUMMARY

- A result oriented professional with 3 years of experience who can formulate & drive a consistent approach towards all sourcing, purchasing activities, so as to ensure value for money is maximised & cost savings generated.
- Executed unified processes & initiatives that improve cost ,quality, delivery & service criteria & foster long term collaborative relationship with vendors.
- Working knowledge ERP System(Wrkplan ERP System), Advance Excel
- Expertise in implementing cost saving measures to achieve rejection of raw materials, negotiating with vendors, develop a cost saving tracker for the same.
- Rationalize the vendors providing service, including rate negotiation & managing the vendor & transportation registration after negotiation of rate as per market.

## WORK EXPERIENCE **Purchasing Manager (2018-Present)** **A.B.Elasto Pvt.Ltd.**

- Review incoming work order for accuracy & order necessary materials needed to complete jobs taking into consideration material price & transport costs.
- Acting as a procurement-in-charge for Kolkata operations.
- Establishing system , maintain stock levels for all materials used in the plants in Kolkata.
- Accountable for
  - Planning the material based on consumption & for plant requirement & issuing order to the vendor.
  - Processing order to the vendor for the materials requirement through Sea, Air & Road based on the weight .
  - Creating purchase order for invoice received from the principles.
  - Maintaining a close coordination with the shipper & clearing agent for clearance the shipment & ensure the material reaches the warehouse on time.
  - Coordinating with the vendors & ensure timely payment for them
  - Reviewing the non moving & slow moving parts at plants & find source of liquidation.
- Instrumental in raising claims for shortage, damage, price difference & wrong parts to vendors & follow up for credit note & payment.
- Acquired the required approvals are requested from the client if there are any changes in the price or the lead time. The order is processed as per the quote & sent to the suppliers.

## EDUCATION

INSTITUTE	PERIOD	BOARD/ UNIVERSITY	DEGREE/COURSE	SUBJECT	PERCENTAGE
BEGUM ROKEYA SMRITI BALIKA VIDAYALAYA	2010	WBSSE	MADHYAMIK	BENGALI, ENGLISH, MATHEMATICS, PHYSICAL-SCIENCE, LIFE-SCIENCE, HISTORY, GEOGRAPHY	74%
BEGUM ROKEYA SMRITI BALIKA VIDAYALAYA	2012	WBBHSE	HIGHER SECONDARY	MATHEMATICS, PHYSICS, CHEMISTRY, BIOLOGY	68%
BETHUNE COLLEGE, UNIVERSITY OF CALCUTTA	2012-2016	UNIVERSITY OF CALCUTTA	B.SC HONOURS(Economics)	ECONOMICS, MATHEMATICS, COMPUTER SCIENCE	45%
WEST BENGAL YOUTH COMPUTER TRAINING CENTRE	2017-2018	SPORTS AND YOUTH SERVICE, GOVT. OF WEST- BENGAL	DIPLOMA IN IT	MS-WORD, MS-EXCEL, MS-POWERPOINT, INTERNET & EMAIL, VISUAL-BASIC 6.0	Completed

## OTHER CREDENTIALS

- 6 months spoken English Course From:-RAMKRISHNA MISSION SWAMI VIVEKANDA'S ANCESTRAL HOUSE & CULTURAL CENTRE.
- A professional course on Advance Excel(sound knowledge on pivot tables, macros, Vlookup, Hlookup etc.) from Udemy.
- Professional course on SAP MM Module(basic knowledge of the module) from Graphson Technology Pvt.Ltd.

## PERSONAL DETAILS

- Date of Birth : 28.01.1995
- Gender : Female
- Father's Name : Asim Kumar Dutta
- Language known : English , Bengali, Hindi
- Nationality : Indian
- Religion : Hindu
- Address : BI-90, Krishnapur, Majherpara, Kestopur, Kolkata-700102

**DECLARATION:** I Suchismita Dutta hereby declare that above mentioned information is correct to the best of my knowledge.

Suchismita Dutta.

