



SOUMAJIT NANDI

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SUMMARY

6 YEARS OF EXPERIENCE IN PURCHASE FIELDS SUCH AS CUSTOMIZATION, CONFIGURATION, AND DEPLOYMENT & IMPLEMENTATION OF BUSINESS LOGIC. GOOD KNOWLEDGE IN PURCHASE PROFILE, GOOD COMMUNICATION SKILL AND A TEAM PLAYER. WILLING TO WORK AS A KEY PLAYER IN CHALLENGING AND CREATIVE ENVIRONMENT THAT OFFERS ME A PROFESSIONAL GROWTH WHILE BEING RESOURCEFUL, INNOVATIVE AND FLEXIBLE.

PROFESSIONAL EXPERIENCE

Organization: Amrit Cement Limited.

Designation: Executive Purchase, *December, 2017 – Present.*

Job Responsibility:

- Download Purchase Requisitions from SAP.
- Research potential vendors.
- Make RFQ (request for quotation) in SAP & send to the suitable vendors for Quotations.
- Make Comparative sheet in excel for Compare and evaluate offers from suppliers.
- Negotiate contract terms of agreement and pricing.
- Make Purchase Order in SAP.
- Send Purchase Order to the suitable vendor.
- Track orders and ensure timely delivery.
- Maintain updated records of purchased products, delivery information and invoices.
- Track the status of ordered materials on daily basis.
- Maintain dispatch tracker in excel sheet on daily basis.
- Coordinate with plant staff to ensure proper storage.
- Make payment advice for Vendors payment.

Organization: Stylo shoes Pvt.ltd (Shoe manufacturer & exporter)

Designation: Jr. Purchase Accountant , July,2017 – November,2017

Job Responsibility :

- Monitor stock levels and identify purchasing needs.
- Research potential vendors.
- Track orders and ensure timely delivery.
- Update internal databases with order details (dates, vendors, quantities, discounts).
- Conduct market research to identify pricing trends.
- Evaluate offers from vendors and negotiate better prices.
- Prepare cost analyses.
- Maintain updated records of invoices and contracts.
- Follow up with suppliers, as needed, to confirm or change orders.

Organization: Soor Neogi Coomar & Co. Pvt Ltd.

Designation: Purchase Accountant ,
August,2014 – 21st June,2017

Job Responsibility :

- Collect purchase orders and purchase requisitions in order to order materials, goods and supplies
- Send the collected orders to the suppliers
- Review deliveries against the orders.
- Track the status of any orders.
- Deal with non-supplied, under orders, over orders and damaged goods.
- Ensure that any invoices are sent to accounts for payment.
- Purchase and stock maintain all reports.

EXECUTION EXCELLENCE

1. I am passionate about this work and therefore always looking for new and innovative ideas to bring to my work. My passion motivates me to think creatively and looking for reflection in results.
2. Takes responsibility for seeing efforts through making tough decisions or completing tasks and projects, supports and helps colleague in their work in order to contribute to the overall success of the company, consistently delivers on commitments in good time and meets commitments to others, always presents myself in a way that is consistent with the good image for the company wants to portray to the public, takes own responsibilities seriously and consistently meets the company's expectations for professionalism, service, and quality.
3. Capture everything on a Master List and then break it down by monthly, weekly, and daily basis and separating the urgent from the important one.

AREAS OF EXPERTIES

1. Vendor development & management
2. Material resource planning
3. Negotiation skills
4. SAP MM (Material Management) Module
5. MIS report of Purchase Department
6. Microsoft Excel, PowerPoint

EDUCATIONAL QUALIFICATION

B.Com Graduate: From Bangabasi College under Calcutta University. (Year 2014)

PERSONAL INFORMATION

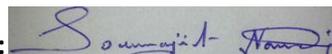
Date of Birth : 29th September, 1992
Category : General
Marital Status : Married
Hobby : Wildlife photography, Bird photography, Nature photography.

DECLARATION:

I, the undersigned, certify that to the best of my knowledge and belief, this resume correctly describes me and my qualification.

PLACE: Kolkata

SIGNATURE:



Soumajit Nandi