

Debarata Bera

Permanent Address

Vill- kishnapur, P.O- Khara, Dist-Paschim Medinipur,
P.S- Ghatal, Pin-721222
Email : dustu40@gmail.com
Mobile: +91-8967056526

Current Living Address- 23, Baishnab Sammilani Lane, Howrah-711104

Profile:

An Electric Vehicle (E-Rickshaws) Companies as Senior Purchase Executive & Procurement (From 16-Aug-2024 to till now) and Oldest Telecom Company with Service Provider Company as Commercial Purchase Executive more than 1.6-year, Over-Head Line Materials Supply Company as Purchaser more than 5 year and Over-Head Line Materials Manufacturing Company as Production Supervisor more than 3 year. Having total 10 years 9 Month work experience.

Professional Experience:

1. Senior Purchase Executive

Working at presents **Move Stone Services Pvt. Ltd.** (from-16-Aug-24 to Continue) As Senior Purchase Executive & Procurement. This is the Electric Vehicle (E-Rickshaws) manufacturer Company with excellent administrative, organizational and communication skills, seeking an opportunity to share the wealth of Purchasing knowledge to better enhance and contribute to the company needs. Seeking to become a member of a team and contribute a 100%

Job Responsibilities

- Preparation of Purchase, Requisition on the basis of Indent received from Factory & Godown.
- Preparation of RFQ (Request for Quote) with Approved Vendors or New Vendors.
- Follow-Up with Vendors for Quotations & subsequently receive the same for Ordering.
- Collecting Technical Clearance on vendors offer from engineering Team.
- Preparation of PTCR (Price & Terms Comparison Sheet).
- Finalization of Ordering Schedule with Projects for ordering of Bought-Outs.
- Conduct negotiations with vendors and create PO s on the most suitable vendors in consultation
- Preparation of Purchase Order, sending them to the Vendor & Collecting acknowledgement of the same.
- Expediting with Vendors for material delivery.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Coordinate regularly with Factory and Godown Head to understand their material requirements.
- Create and maintain inventory management systems to ensure reduced spend proper stock levels.
- Develop and execute supplier approval, produce selection, negotiation and ordering strategies.
- Responsible for managing end –to –end procurement process
- Purchase of all products as per BOM.
- Handled contract negotiations regarding pricing quality and supplier issues.
- Sourced vendors, build relationships and negotiated price
- Developed productive relationship with key account holder.
- Resolve claim issues quickly and efficiency.
- Negotiated and finalized contracts. Operating internet, updating all records and documents (Hard copy as well as soft copy), Purchasing and maintaining stocks, Sales data updating accounts, compiling reports, networking with different stake holders and organization.
- Handling Vendor ledger end to end and Releasing vendor dues payment.

Skills:

- Inventory Management System INFOAGE
- Vendor Sourcing
- Problem resolution
- Communication
- Financial acumen
- ERP –Tally Prime
- Price Negotiation
- Purchase planning
- Prepare BOM
- Experience in the field in Tender

1. Commercial Purchase Executive & Procurement

- Material purchase as per Project and Site Requirement and Maintaining the stock of material without any variance by conducting stock verification and documentation. Worked under **Kolkata Marine & Engineering Services Pvt Limited (Technocon Services Group of Companies)** from February -2023 to 14-August-2024

Job Responsibilities

- Preparation of Purchase, Requisition on the basis of Indent received from Engineering/Projects.
- Preparation of RFQ (Request for Quote) with Approved Vendors or New Vendors.
- Follow-Up with Vendors for Quotations & subsequently receive the same for Ordering.
- Collecting Technical Clearance on vendors offer from engineering Team.
- Preparation of PTCR (Price & Terms Comparison Sheet).
- Finalization of Ordering Schedule with Projects for ordering of Bought-Outs.
- Conduct negotiations with vendors and create PO s on the most suitable vendors in consultation with projects.
- Preparation of Purchase Order, sending them to the Vendor & Collecting acknowledgement of the same.
- Expediting with Vendors for material delivery.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Coordinate regularly with Projects Head and erection sites to understand their material requirements.
- Create and maintain inventory management systems to ensure reduced spend proper stock levels.
- Develop and execute supplier approval, produce selection, negotiation and ordering strategies.
- Responsible for managing end –to –end procurement process
- Purchase of all products as per BOM.
- Handled contract negotiations regarding pricing quality and supplier issues.
- Sourced vendors, build relationships and negotiated price
- Developed productive relationship with key account holder.
- Resolve claim issues quickly and efficiency.
- Negotiated and finalized contracts. Operating internet, updating all records and documents (Hard copy as well as soft copy), Purchasing and maintaining stocks, Sales data updating accounts, compiling reports, networking with different stake holders and organization.
- Handling Vendor ledger end to end and Releasing vendor dues payment.
- Structural & Architecture Drawing Handling (Conversation between Hidco & WBIDC)
- Project Material Purchase & Rate Negotiation with Vendor (Ultratech Cement Ltd, ACC Ltd, Barger paint, Asian Paint, Hilti , Jhonson, Somani, etc)
- Material purchase planning,

2. Purchaser & Procurement

- Maintaining the stock of material without any variance by conducting stock verification and documentation. Worked under **Power International** from January-2018 to January-2023

Job Responsibilities

- Preparation of BOM, basis on Projects requirement (PVVNL, MVVNL,JBVNL,WBSEDCL etc)
- Preparation of RFQ (Request for Quote) with Approved Vendors or New Vendors.
- Follow-Up with Vendors for Quotations & subsequently receive the same for Ordering.
- Collecting Technical Clearance on vendors offer as per Project requirements.
- Preparation of PTCR (Price & Terms Comparison Sheet).
- Finalization of Ordering Schedule with Projects for ordering of Bought-Outs.
- Conduct negotiations with vendors and create PO s on the most suitable vendors in consultation with projects.
- Preparation of Purchase Order, sending them to the Vendor & Collecting acknowledgement of the same.
- Expediting with Vendors for material delivery.
- Create and maintain inventory management systems to ensure reduced spend proper stock levels.
- Responsible for managing end –to –end procurement process
- Purchase of all products as per BOM.
- Sourced vendors, build relationships and negotiated price
- Developed productive relationship with key account holder.
- Resolve claim issues quickly and efficiency.
- Negotiated and finalized contracts. Operating internet, updating all records and documents (Heard copy as well as soft copy), Purchasing and maintaining stocks, Sales data updating accounts, compiling reports, networking with different stake holders and organization.
- Preparation of purchase requests and purchase orders.

3. Production Supervisor

Worked under **A.K. Power Industries Pvt. Ltd (AN ISO 9001:2008 Certified Company)** from June-2014 to December-2017

Job Responsibilities

- Materials Production as Per approved Drawing & BOM
- Preparing Check sheet of Production.
- Stock Maintained of Raw Materials.
- Final check sheet preparing before sending materials Galvanize House.
- Preparing production sheet daily basis.
- Ready Dispatch Schedule as per project Requirement.

General Qualification:

- Madhyamik from WBBSE in 2009
- Higher Secondary from WBCHSE in 2011
- BA from Vidyasagar University in 2014

Professional Qualification:

- Diploma in Financial Application in 2014
- Microsoft office and Advance Excel

Personal Qualities:

- Working in & as team.
- Taking initiatives.
- Presentation skill
- Adapt new Changes quickly.
- Energetic.
- Dependable
- Capable of handling all level customers.
- Very regular & timely.
- Always ready to take challenges.

Personal Details:

Date of Birth: 04.05.1993
Nationality: Indian
Marital Status: Married
Father's Name: Joydeb Bera

Extra-Curricular Activity:

To get in touch with the qualified person and playing Cricket

Date: -

.....
Signature of the Applicant