SANJIB MOITRA

**OBJECTIVE**:

To commit to the motto of the Organization and put forward a conscious effort, investing times and energy in team spirit, to meet the challenge and rise with and for the Organization.

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| **Name** | Mr. Sanjib Moitra |
| **Father’s Name** | Late Ananda Gopal Maitra |
| **Date of Birth** | 21/12/1972 |
| **Present Address** | Flat No. A-106, Ramkrishnapuram Appartment,156/1, Maharaja Nanda Kumar Road(s),P.0. & P.S.- Baranagar,Kolkata - 700 036 , Mob. : 9903659975 /8240719141, **Email:** **maitrarana@yahoo.co.in / sanjibmoitra1972@gmail.com**  |
| **Educational Qualification** | 1.**Commerce Graduate in the year 1993 from "The University of Burdwan"** |
| **Technical Qualification** | “**Diploma in Financial Accounting"** from “**Brainware Computer Academy**” -**Kolkata** Branch. |
| **Job Oriented Skills** | Computer Typing - 45 w.p.m. Shorthand - 80 w.p.m. |
| **Technical Skill** | **Computer Platform** : Dos, Windows 98/2000/XP Pro.**Software** : Tally, Ace, Fact, Ms Access etc.**Tools** : Ms-Word, Ms-Excel etc. |
| **Job Experience** | * Worked as a “ **Steno-Typist "** in “ **Rama Rani Sarees Pvt. Ltd.**”, Kolkata from the year 1995 to 1998.
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| **Responsibilities of Office Administrator – cum-Secretarial Duties** | 1. Supervise office activities to achieve max. expenses control.
2. Manage and maintain extremely confidential/ sensitive matters.
3. Ability to successfully interact with Sr. Exe. management and take initiative in their absence.
4. Self-letter drafting ability.
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| **Current Work Experience** | * **Since the year 1999**, working as a “Assistant Mamager(**Purchase Executive** ” in “**Kaveri Ultra Polymers P Ltd.**” – Kolkata who are the pioneer & renowned EPC Turnkey Project Contractor in the field of Pollution Control System (various types of Dust Suppression System) in all over India since more than 2.5 decades.
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|  | * Process the purchase orders by liaising with suppliers or principals.
* Review stock purchase by monitoring market conditions, current stock levels, lead time required for manufacturing, potential price increase, anticipation of new orders from customers, suppliers conditions.
* Ensure all purchase are approved within mandated guidelines
* Assist in the sourcing locally for new goods not supplied by regular suppliers
* Ensure insurance declaration is done for purchases
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| **Responsibility # Purchase Assistant** | * Supervise GRN (Goods Received Note) by Stores and process Invoice for releasing of payment to suppliers
* Organize the purchasing team to ensure even workload, coverage of duties
* Review regularly processes to streamline, improve throughout and reduce paper work and rework.
* Ensure seamless integration with logistics/warehouse and vendor service.
* To set a proper strategy to manage purchases, staff orders, handle and manage all issues related to procurement including, but not limited only to vendors relations, purchasing and setting policies.
* Developing material planning and procurement processes and procedures, developing long - term strategic agreements with suppliers to enhance final negotiations and ensure lowest cost consistent with quality and services required and monitoring supplier performance.
* To ensure that the purchase requisitions respective information are verified for completeness and that discrepancies are clarified with the originator

prior to processing.* To manage the purchasing process through competitive offers to ensure that it is carried out effectively and economically to meet the users requirement.
* To manage and control the expediting activities to ensure timely delivery of materials as per the purchase order conditions.
* Conversant with the GST Norms, Interstate Purchase .
* Conversant with ERP module
* To make Comparative statement**.**
* Efficiency in issuance of P.O**.,** Despatch Instruction**,** Rejection Memo, Register of Complaint etc**.** & follow-up.
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| **Marital Status** | Married |
| **Hobbies** | Doing Internet, Traveling, Listening Music etc. |
| **Attitude** | Sociable, responsive, committed |
| **Declaration** | I here by declare that all the above particulars are true and correct. |
| **Total Job Experience** | 24 Years+ |
| **Present Salary** | 36.5 K |
| **Expected Salary** | Negotiable |

# Date : 20/03/2020

**(SANJIB MOITRA) Place : Kolkata**