**RESUME**



**Mr.Mrinmoy Das**

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**Objective:** To obtain a responsible position in an organization in the field of Purchase, wherein I can contribute towards the success of the team and improve my personal and professional skills.

**Education Qualification:**

1. MBA in Marketing from IIPS under Sikkim Manipal University in the year 2009.
2. B.Com from Bangabashi College under Calcutta University in the year 2004.
3. Higher Secondary from PragatiVidyabhaban under Tripura Higher Secondary Board in the year 2001.
4. Secondary Education from PragatiVidyabhaban under Tripura Secondary Board in the year 1999.

**OTHER QUALIFICATION:**

* Diploma in Materials Management from National Institute of Labour Education and Management.
* Completed C.I.I.T course from CMC (Kolkata) in the year 2003.
* Completed SWIFT INDIA course from NIIT in the year 2001.

**ACHIVEMENTS:**

Received an award from SIKA INDIA (P) Ltd. For excellent performance in Purchase and Procurement in the year 2018-2019.

**WORK EXPERIENCE:**

**ARCL Organics Ltd. :** Working as an Asst. Manager- Purchase since January 2021 to till date where my job responsibilitiesare to look after material and other purchase related requirements of their factory. Market survey, Product quality, rate negotiation, preparation of Purchase order along with the process in the ERP and monitoring the same till completion of the purchase order.

**Sika India (P) Ltd :** Working as an Assistant Purchase and Procurement since May 2014 to December 2020 where my job responsibilitieswere to look after material and other purchase related requirements of their four factories which are in Kalyani, Howrah, Chennai and Bangalore. Market survey, Product quality, rate negotiation, preparation of Purchase order along with the process in the ERP and monitoring the same till completion of the purchase order. Along with this, additional responsibilities is to work on supply chain and distribution of the companies warehouse which includes invoicing, stock data maintenance in ERP and manually, co-ordination with sales and transporters for material dispatch.

**Pancard Clubs Limited :** Worked as an executive Purchase and Store under PANAROMIC GROUP from May 2013 to January 2014, where my job responsibilities where to look after their purchase requirements for two resorts which were located in Sundarban and Mandharmani which includes market survey, asking for quotation, rate negotiation, material scheduling, preparation of purchase order and following up, apart from purchase activities I was also associated with stock movements like inward GRN, stock register maintaining, stock dispatch FIFO method, also have worked in ERP for accounting of the stocks.

**MPS Greenery Developers Ltd. :** Worked as a Purchase officer under MPS GROUP of companies from January 2010 to March 2013 where my job responsibilities where to look after purchase requirement products like Grocery, Fruits, and Vegetables, spices etc. To take Quotation, rate negotiation, look for the availability of the seasonal products, purchase order preparation and follow-up, review of cash settlement procedure, communicating with Project Progress Committee members in relation to report and documentations.

**Training & Projects:**

1. Did an industrial project at Dankuni Coal Complex (South Eastern Coal Fields Ltd.) A Govt. of India Enterprise.
2. Did a project on Age Wise Market Research of Coca-Cola.

**Personal Details:**

Name : Mrinmoy Das.

Father’s Name : Mr. ManojKanti Das

Sex : Male

Date of Birth : 13th January, 1983.

Address : C/o-ManojKanti Das,63, Nandankanan, Dankuni,

Hooghly,Pin-712311

Marital Status :Married

Languages : English, Bengali and Hindi.

Date : Signature

(Mrinmoy Das)