

NABAJYOTI GHOSH

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Date of Birth: 09.05.1999



A versatile and result-oriented **Chemical Engineer** from prestigious University of Calcutta, having a qualitative experience of around **1 years and 11 Months** in the **Procurement** domain with solid knowledge and understanding of procurement processes, policy, and systems; Excellent understanding of the dynamics of the market, particularly **Procurement Planning, MIS Creation & Reporting, Purchase and Service Order finalization, Cost Reduction, Vendor development, Annual Budget Planning and Financial Planning**. Seeking a challenging Managerial position with major responsibilities to effectively utilize communication, leadership, and organizational skills.

PEOPLE & PERSONAL SKILLS

- ✓ Good communicator
- ✓ Good Interpersonal Skills
- ✓ Innovative and Quick learner
- ✓ Problem solving Attitude.
- ✓ Hardworking
- ✓ Purchasing and procurement
- ✓ Client Relationship
- ✓ Negotiation
- ✓ Team player
- ✓ Team and time management
- ✓ SLA Management

PROFESSIONAL SKILLS

- ✓ Manpower based contract procurement.
- ✓ Service Order
- ✓ Purchase Order
- ✓ Material Procurement
- ✓ Bulk Chemical procurement
- ✓ Strategic Sourcing
- ✓ Vendor Development
- ✓ Negotiation Skill
- ✓ P2P Cycle
- ✓ SAP MM Module
- ✓ Good commercial Accumen

PRESENT JOB (DATE OF JOINING- 12 AUGUST'2021)

❖ **Working as Assistant Manager in Matix Fertilizers & Chemicals Limited (Procurement Department)**

Company Profile:

Matix Fertilisers and Chemicals Ltd is one of India's fastest-growing fertilizer companies. Matix owns and operates a fully integrated, gas-based Urea plant in Panagarh, West Bengal. The capacity of this plant is 1.27 MTPA, making it one of India's largest single-stream fertilizer plant. The plant, currently operating at full capacity, has been set up with licensing from international technology providers KBR (USA) for Ammonia, and Saipem (Italy) for Urea.

Roles and Responsibilities:

- ✚ Finalized and worked under immediate urgency during ATR and Emergency Breakdown of plant and finalized Work orders and mobilized manpower, service persons and OEM FSE and materials on immediate basis.
- ✚ Handling various manpower related Civil, Mechanical, Electrical, Instrumentation, Safety, Inspection, Process and Operational services, ARC/AMC, Routine services, Annual Turn Around (ATR), consultancy services of fertilizer plants, manpower-based contracts.
- ✚ Handling major Operational Services Contracts like Hiring of contractual manpower on "As and When" requirement basis for plant maintenance, Fire and safety services contracts, Security contract, Housekeeping Contracts, Soft services, Horticulture services, IT-FMS and AMC Services, SAP Module

Support Services, Cooling Water Treatment, Demineralized Water treatment contracts, Railway Track Maintenance, , Canteen, Health center contracts and Guest House Contracts, Disposal of hazardous waste materials, Bio-medical waste and plastic waste disposal contracts (EHS), Consultation & Implementation for IMS certification, Visual Management Services.

- ✚ Involved in Procurement of Urea HDPE Bags, following up with vendors for timely delivery of bags, revision of bag prices based on monthly depot-wise change in Reliance HDPE rates, maintaining minimum bag stock of 20 days and circulating bag stock MIS to higher management.
- ✚ Finalized orders for CSR Activities like Science center development, Allopathy and Homeopathy doctor deployment in local villages, Women Empowerment through SHG, Animal Husbandry Training, Toilet School Parks constructions and renovation jobs.
- ✚ Procurement of various operational chemicals for regular consumption of MFCL project having capacity of 3850 MT per day of Urea and 2200 MTPD of Ammonia.
- ✚ Procurement of regular consumable items/Spares/Equipment's from OEM & authorized dealer and distributor.
- ✚ Procurement of IT Hardware, software items, licenses, web portals, PA Systems and applications and handling maintenance contracts of IT assets and software's.
- ✚ Procurement of Quality Control Instruments, Lab chemicals and other lab consumables, service hiring and maintenance contracts of Lab Instruments, contract for hiring of lab grade gas cylinders.
- ✚ Procurement of Fire and Safety related items and consumables, Safety and Environment related services.
- ✚ Procurement of Stationery and printing materials, logbooks, check charts, manuals, newsletters.
- ✚ Responsible for preparation of IMS/ISO document for Purchase dept. and handling IMS/ISO audit.
- ✚ Facilitating ISO, Statutory & Internal Audits in Purchase Department.
- ✚ Develop & Induct New vendor in the system to service the demand periodic review with vendors on service quality/delivery and after sales support and to achieve the maximum output & competitive environment.
- ✚ Vendor relationship management with domestic and local suppliers and contractors.
- ✚ Procuring capital goods (capex), Revenue & Emergency Goods and Opex.
- ✚ Proficient in managing day to day requirements of critical items consumables and other urgent requirements for plant use and continuous running of plant.
- ✚ Excellent communication skills with strong analytical, problem solving and organizational abilities working directly with coworkers and management.
- ✚ Floating inquiries for quotations and making comparative analysis of prices and terms for purchasing decisions.
- ✚ Technical Review of the offer submitted with the help of user department.
- ✚ Prepare Approval Note and Implementing key procurement strategies / purchase schedules/LOAM/Purchase procedure and ensuring that these strategies / schedules are aligned with organizational objectives.
- ✚ Ensure adherence to Quality, Cost and Delivery targets of component and continuous follow up with the vendors for line time delivery of the material.
- ✚ Alternate vendor's development for procuring material at reasonably lower costs considering the quality of the various items.
- ✚ Ensure adherence to Quality, Cost and Delivery targets of component and continuous follow up with the vendors for line time delivery of the material.
- ✚ Coordination in-house and external with vendors to ensure procurement within budgeted costs, quality standards and time frame.
- ✚ Continual improvement activities: Evaluate vendors manufacturing capabilities, sourcing, in-house Quality Control systems, financial strength, delivery schedules and acceptance of payment terms.
- ✚ Very well conversant with the computerized materials management systems & presently using the system of SAP (MM Module).
- ✚ Negotiation with Vendor to reduce the cost to a reasonable level.
- ✚ PI TO PO Monthly/Weekly Report.

FUNCTIONAL COMPETENCIES

- Excellent negotiation skills and commercial acumen and follow up.

- Skilled in creatively presenting/explaining complex technical and commercial concepts to diverse audiences.
- Excellent communication skills with strong analytical, problem solving and organizational abilities working directly with coworkers and management.
- Innovative, Efficient, Practical and Results- driven team player focused on achieving exceptional results in a highly challenging environment that demands commitment, multitasking and continuous improvement.
- Proven abilities as a team player & capable leader; skills in achieving organizational goals and industry best practices.
- Flair of technical knowledge of materials and processes.
- Diversity of adapting to different areas, type & nature of work.
- Ability to identify cost reduction opportunities and generate savings.

IT SKILLS

- Troubleshooting in Computer Hardware, Software & Operating Systems (MS WIN 98 WIN XP) as an end user.
- Software: MS Office Tools, SAP-MM (Materials Management) Module (End User),

EDUCATION

Degree/Class	Institution	Board/University	Year of passing	CGPA/ Percentage
Bachelor of Technology, Chemical Engineering	Razabazar Science College, University of Calcutta	University of Calcutta	2021	8.37 CGPA
Higher Secondary Examination	Jodhpur Park Boys' School	West Bengal Council of Higher Secondary Education	2017	91.2%
Secondary Examination	Nava Nalanda High School	West Bengal Board of Secondary Education	2015	92.87%

ACADEMIC ACCOLADES

- Certified in Digital Marketing from Google Digital Garage
- Certified in Google Web Designing, Google My Business and Google Ad Basics from Google
- Certified in MATLAB OnRAMP from MathWorks Training Service.
- Certified in Machine Learning OnRAMP from MathWorks Training Services
- Certified in Fundamentals of Coding I, II from Grasshopper
- Certified in HTML and CSS from Pirple.com
- Completed Real World Math, Algebra, Geometry and General Chemistry from Saylor.org (Canada)
- Learner Basics of Python from Great Learning
- Professional Calisthenics Athlete in ThenX

HOBBIES AND INTEREST

- Travelling
- Content and creative writing
- Playing Football
- Presentation
- Interacting with new people

INTERSHIPS AND OTHER COLLABORATIONS

- Creative Writing Intern at **The Write Order**- Utilized exceptional Writing skills, vocabulary, editing and proofreading skills to show excellence in creating popular contents.
- Writer and Winner for **Aasha Akansha Foundation**- on Women Empowerment and Women and Child Rights.

- Author at **Inspitale**- Brainstormed to show creative writing skills on new topics and stories.
- Fundraising Volunteer at **Milaap Foundation**- Developed and implemented marketing campaigns targeting donors, planned, and implemented fundraising events.
- Social Worker at **Smile Social Foundation**- Developed and facilitated goal-oriented psychoeducation and therapy groups to improve residents' quality of life. Offered therapeutic services and crises intervention to emotionally disturbed children and adolescents.
- **Inspire Intern** at DST- INSPIRE Internship and Science Camp.

PROJECTS

- Challenges in Design, Operation and Maintaining of Process Industries, **University of Calcutta**
- Pyrolysis of Kitchen waste into BioFuel, **Under Prof. Asit Baran Biswas, University of Calcutta**
- Industrial Study of Suphuric Acid Production, **Under Prof. Paramartha Mukhopadhyay, University of Calcutta**
- Process Modelling and Simulation using ASPEN Plus and Application of Artificial Intelligence in Process industries, **National Institute of Technology, Durgapur**
- Plant Visitor of **Hindusthan Petroleum Corporation Limited Visakh Refinery**, Visakhapatnam

PERSONAL PROFILE

Name	NABAJYOTI GHOSH
Father's Name	NANDADULAL GHOSH
Mother's Name	SWAPNA GHOSH
Educational Qualification	Chemical Engineering Graduate from University of Calcutta, West Bengal
Date of Birth	09.05.1999
Marital status	Unmarried
Sex	Male
Languages Known	English, Hindi, Bengali
Nationality	Indian
Permanent Address	8/80A, Netaji Nagar. Kolkata- 7000092, Labanya Apartment, Flat- 3A PS- Netaji Nagar. PO- Regent Estate
Current Location	Durgapur, West Bengal

DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge, and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Kolkata
Date: 25.07.2023

Signature: Nabajyoti Ghosh