



ANIKET BOSE



+91.9439622410



aniketbose_rgp@yahoo.co.in



www.linkedin.com/in/aniket-bose-012519172

ABOUT ME



Commercial & Contracts manager

- A perceptive professional with 14 years of resourceful experience in Contract management, Strategic sourcing & Vendor management in Mining and Minerals industry.
- Currently working in Adani Enterprises Ltd. posted at Corporate office, Ahmedabad looking after the Techno Commercial function for Coal Mines with 10 MTPA capacity.
- Demonstrated technical expertise in finalising Contracts for optimizing operation & allied services for Iron Ore Mines with capacity of 12 MTPA in Aditya Birla Group.
- Gained functional skills in analyzing the requirements, translating new ideas into solutions including opportunity identification, requirements development, delivery, support & analysis.
- Expert in SAP & Microsoft office.

EDUCATION



• 12 th Board, SCIENCE

DALMIA VIDYA MANDIR
CBSE
RAJGANGPUR, Odisha

Completed, May 2005

• B.Tech, MECHANICAL ENGINEERING

C V RAMAN COLLEGE OF ENGINEERING (CVRCE)
BIJU PATTNAIK UNIVERSITY OF TECHNOLOGY (BPUT)
BHUBANESWAR, Odisha

Graduated, May 2009

• Master of Business Administration, OPERATION MANAGEMENT

SYMBIOSIS CENTRE FOR DISTANCE LEARNING (SCDL)
UGC
PUNE, Maharashtra

Post Graduate, May 2015

WORK EXPERIENCE



July 2022 - Current

Dy. Manager - Commercial & Contracts

ADANI GROUP (AEL)

Ahmedabad, Gujarat

Finalising all new Contracts & AMCs, Renewals of the Contracts as and when due for expiry, analysis of quotations submitted for various works and assist in issuance of orders for providing quality services with optimum cost and time. - Assist in Formulate, Recommend and Implement Contract policies and strategies for Commercial functions, Contractual Services & Outsourcing, so as to ensure cost effectiveness and competitiveness.

- Contract Management
- Cost Saving
- Vendor Development
- Contribute and Participate in other functions
- Availability of required Resources
- People Development

- Strictly Adhere Safety standards as per ADANI group
- Compliance of Integrated Management System



December 2009 - July 2022

Asst. Manager- Contracts

ADITYA BIRLA GROUP (EMIL)

Barbil, Odisha

- Ensure smooth release of contract with right vendor, right time and right place based on their capability and availability.
- Study / analyze the existing and upcoming contract for better optimization technically and as well commercially
- Analyze and reduce ordering cycle time through SAP and various Microsoft apps.
- Weekly review of pending PR and document requirement to the department as well as internal buyer for better coordination and optimum release of contract with T-1 and L-1 basis.
- Review vendor base periodically and drive efforts to develop long term partners out of vendors.
- Monitoring KPI progress through routine MIS reports.
- Generation, monitoring & sharing Exception reports with unit management.
- Ensure development of new reports to meet new requirements in close co-ordination with Systems
- Co-ordinate interactions between other sister plants & ABG units to obtain the optimum benefits from MIS
- Share required information from MIS with user departments at regular intervals
- Promote "paperless" monitoring through effective utilization of MIS
- Issuing warning letter to vendor
- Closely monitoring and timely closure of user/vendor issues related to contracts.
- Early contract closure and issuing to the new vendor without hampering plant operation.

SKILLS



Hands on experience in P2P process in Techno Commercial role:

- Purchase Requisition (PR) - Purchase Order (PO) Review
- Strategic Procurement for Capex & Opex requirements
- Contract Preparation, NFA preparation and Order Placement
- Post Order Management
- Supplier/ Vendor Identification and Onboarding
- Supplier/ Vendor Performance Management
- Data Analytics

Competency

- Better experience in using the MM module of SAP System.
- Understanding the technical aspects involved in each and every contract.
- Development of creative network of vendors/contractors.
- Assisting in Management of cost, lead in negotiation & make all effective efforts.
- Negotiation and make all effective efforts towards continuous procurement of best quality services and capital goods.
- Attraction and retention of resourceful contractors.
- Establish effective relationship with service providers with functional heads to facilitate their relation.
- Monitoring Taxation & Statutory compliance and ensure preventive measures for on time deliveries.
- Assist in internal controls with respect to Commercial function.
- Development of new business partners & maintaining long terms relationship with existing business partners.
- Providing of required resources for Un-Interrupted Operations, allied activities & services.
- Comply with the observation of internal/external audit as & when required. Discussion with internal/external Audit.
- Strict Implementation of DOA in Commercial function.
- Facilitate alignment of activities of team members to Improve internal & external Customer Satisfaction index.

LANGUAGES



Languages

- ENGLISH ●●●●●
- Hindi ●●●●●
- Bengali ●●●●●
- Oriya ●●●●●

INTERESTS



- Music and Yogasana
- Exploring Spiritual places and related topics

PERSONAL



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|----------------|-------------------|-----------------|-----------|
| Father's Name: | • Mr. KALYAN BOSE | Marital Status: | • Married |
| Birthday: | • 10/02/1988 | Nationality: | • Indian |
| Gender: | • Male | | |

ADDRESS



Flat no. C-201, Sanidhya Harmony
Makarba
Ahmedabad - 380051
Gujarat
India

Declaration Statement

I, ANIKET BOSE, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

ANIKET BOSE

Ahmedabad , Gujarat