

## ***Manas kumar Das***

**At/ Po- Badhapal, Via- Baliapal, Ps- Baliapal,**

**Dist- Balasore, Odisha-756026.**

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**Contact No- 91-7479021004**

## **Career Summary**

- More than 9 years of experience in various facets of procuring materials from national markets.
- Experienced with inviting and allotting tenders.
- Expertise in developing local vendors, reducing the cost of procurement of material.
- Successfully implemented vendor development programs including training for vendors.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.

## **Key Skills**

### **For Purchase management**

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and local market.
- Development of alternative local sources for imported raw materials which helps in cost saving.
- Planning and budgeting of purchase functions, involving cost estimation, contract negotiations.
- Inviting and allotting tenders.
- Liaison with the production department to maintain optimum inventory.
- Implementing systems to avoid situations like over-stocking or out-of-stock which cause production and financial losses.
- Liaison with finance department for timely payment of bills.
- Developing reports on procurement and usage of material for top management.
- Planning and Procurement of Imported and domestic raw Materials.
- Developing alternative local sources for Imported Raw Materials.
- Working towards handling import capital goods and overseas purchase for increased production.
- Finalization of Annual Rate Contract / Annual maintenance Contract.
- Coordinating with vendor's favorable terms to ensure smooth execution of projects.
- Advance planning and budgeting of purchase functions, involving cost estimation, contract negotiations & finalization for purchase of raw material.
- Evaluating & negotiating with vendors for price & various other terms & conditions and finalizing the same to meet the requirements.
- Assessing the performance of the vendors based on various criteria such as quality/ technology improvement rate, timely delivery, credit terms etc.

### **For Vendor Development**

- Effective management of vendor database.

- ABC classification of vendors on the basis of criteria like cost, quality, timely delivery etc.
- Development of new vendors.
- Conducting trainings for vendors to educate them about company's requirements and help them in improving their performance.
- Evaluating vendors & negotiating the price, delivery schedule and terms and conditions with them.
- Timely clearance of payments & handling vendor inquiries.

#### **For Material management**

- Meeting customer orders by designing, implementing, monitoring effective procurement schedules along with finalizing the specifications of the materials and establishing the quality & quantity limits for effective inventory control.
- Streamlining the system and procedures for effective inventory control for ensuring ready availability of materials to meet the production targets.

#### **For Stores Management**

- Maintaining the stock of material without any variance by conducting stock verification and documentation.
- Implementing Standard Operating Procedures within the warehouse.
- Regularizing material receipts and ensuring the fluidity of stocks from warehouse to store.
- Ensuring quality packaging to prevent goods from getting damaged in transit
- Accommodating the new products with the no moving products.

### **Employers**

- Working as Assistant Purchase and Store Manager Hotel Mayfair Himalayan spa and Resorts(Kalimpong)from November 2023 to till (HOD).
- Working as Assistant Purchase Manager Hotel Courtyard by Marriott Shillong from 14 Apr.2023 to 07 November2023. (HOD, pre-opening)
- Worked as Assistant purchase manager hotel Holiday inn Kolkata from 23 may 2022 to 05 Apr 2023 ( HOD)
- Worked as Assistant purchase& store Manager Hotel Le Lac (Sarovar) Ranchi From 3 January 2022 to 19may 2022(HOD)
- Worked as Assistant Purchase Manager Hotel Radisson Blu Ranchi From 1 December 2018 to 30 September 2020.(HOD)
- Worked as material dept.:(Purchase executive) from 1<sup>st</sup>April 2015 to11 April 2018. HotelRadissonBlu (Nagpur).
- Worked as purchase supervisor (BestechIndia Pvt Ltd, GuruGram) from 12-April2012 to 15 March 2015.
- Worked as store and purchase Dept. (Starwood India Pvt Ltd ,Gurugram)01-May2009 to 29 march 2012.

### **Educational Qualifications**

- Graduate
- Diploma in Computer Application
- PGDCA

## **IT Skills**

- Operating system-Microsoft office
- IMCS
- PROLIFIC
- MATERIAL CONTROL (MC)
- IDS
- Birch street.

## **Personal Vitae**

**Date Of Birth- 15<sup>th</sup>March 1987**

**Marital status- Married**

**Language Known-English, Hindi, Oriya, Bengali**

**Permanent Address: At Post – Badhapal, Via Baliapal, Dist.: Balasore –(Orissa)**

**Manas Kumar Das**