Prasanjit Paswan

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**CARRIER OBJECTIVE:-**

Seeking a position to utilize my skills and abilities in the Industry that offers professional growth while being resourceful, innovative and flexible.

**EXPERIENCE SUMMARY:-**

**BNKe Solutions PVT LTD (Kolkata) 7th of July 2007 -31st of January 2009**

Role: - Spanish language specialist

Responsibility Include:

* Responsible to collect the details from the Spanish speaking technicians. For example: how many Dish antenna they have installed.
* Guide the technicians how they will reach the clients house.

**Sun Knowledge PVT LTD (Kolkata) 3rd of February 2009 - 1st October 2010.**

Role: - Spanish language specialist

Responsibility Include:

* Support the Spanish speaking beneficiaries.
* Help the beneficiaries how they can claim the medicines from the medicine store.
* Explain them about the policy and procedures of Medical & health insurance.

**Unisys Global Services (Bangalore) 4th October 2010 - 8th September 2013.**

Role: - Logistics Specialist

Responsibility Include:

* Support the Spanish & Portuguese Global logistics manager.
* Used to work in DHL select Tool, Oracle.

**SHIPMENT TRACKING: - (SUPPLY CHAIN MANAGEMNET).**

* Tracking the physical movement of the shipment from various (FEDEX, UPSN, DHL), Liner and client websites and also updating the tracking information details to the customers periodically.
* Handling various queries and concern and coordinating with the facility , 3PL (Third party logistics ) , TLC ( TRANPORTATION AND LOGISTICS CHANNEL SERVICE ), for the smooth flow of operation .
* Work with the support team to ensure service level requirement are exceed.
* Preparing the Goods inventory discrepancy report.

**Dell International Services (Bangalore) 10th September 2013.**

Role: - Senior Purchasing Analyst

Responsibility Include:

* Support the Spanish & Portuguese stakeholders and suppliers.
* Work with Change manager & Global commodity manager to improve the policy and procedures of Indirect Procurement.
* Coordinate with Business partners and Category Managers / Category Buyers to ensure compliance to indirect procurement policy.
* Meet productivity and SLA target.
* Train the stakeholder about Ariba tool, how to use this tool.
* Assist stakeholders to create requisitions, on-boarding the suppliers. Explain them policies and procedures of Indirect Procurement.
* Coordinate with Category Managers / Category Buyers and Create Catalogs in Indirect Procurement System;
* Check for Preferred Vendor compliance based on list provided by Category Managers for individual sub categories. Escalate to Category Managers / Category Buyers as required.
* Ensures response time as defined for the role.
* Ensures turnaround time (TAT) for closing requests as defined for the role.
* Did Ariba Cloud testing
* Invoice discrepancies analysis, tracking the status of the invoices in Oracle and Ariba Cloud tool.

**EDUCATIONAL QUALIFICATIONS:-**

* ***2001:*** Completed Matriculation from C.B.S.E Board with 60% marks, KOLKATA (INDIA).
* ***2003:*** Completed 10+2 from C.B.S.E Board with 55% marks KOLKATA (INDIA).
* ***2007:*** Completed Graduation (BBA Degree) from W.B.U.T University with 75% marks, KOLKATA (INDIA).
* ***2009:*** Completed 3 years Spanish diploma course from Rama Krishna Mission School of Languages, KOLKATA (INDIA).
* ***2011:*** Completed Portuguese advanced certificate course from foreign language Institute.
* ***2013:***  Completed ITIL Course and passed successfully.
* ***2016:*** Completed Portuguese advanced certificate course from Langecole BANGALORE (INDIA).

**Organizational Skills: *-*** Used computer skills including Microsoft Word, PowerPoint, Excel and MS Office.

**PERSONAL FORTE:**

* Ability to work autonomously as well as in a team.
* Self-motivated and ability to motivate others with good analytical and logical skills.
* Flexible enough to pick up new skills, ideas and simulates personal and professional growth

**PERSONAL DETAILS:-**

***Date of birth:*** 23rd of March 1984

***Marital status***: single.

***Nationality:*** Indian.

***Languages:*** English, Spanish, Portuguese Hindi and Bengali.

**Declaration**

I hereby declare that information furnished above is true to the best of my knowledge.

Place: Bangalore SIGNATURE

Date: Prasanjit Paswan