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| Photo  **Procurement & Supply Chain Management | Facility Management | Resource Management | Operations Management**  **Location Preference:** East India (Preferably in Kolkata)  sudipdutta777@rediffmail.com  +91- 9830340997  SUDIP DUTTA | |
| Profile Summary   * An accomplished professional offering **nearly 28 years** of career success in **Facility Management, Supply Chain Management, Procurement, General Administration and People Management** * Highly skilled in managing **day-to-day facility/ general administrative** activities in coordination with all departments for ensuring smooth business operations and processes * Proficiency in managing **retail operations** with activities involving Brand Promotion, Inventory Control, Vendor Management, Finance, Sales and Customer Service Management * Skills in making effective use of **cost analysis tools** in support of strategic sourcing process, procurement costs, cost reduction metrics and bottom line performance indicators * Proficient in planning, directing and maintaining an efficient **warehouse operations;** assigning and evaluating the work performance of personnel assigned to the warehouse * Excellence in managing entire breadth of **purchase operations** including **IT & non-IT products** * Excellent at identifying & developing **potential vendors** for the right sourcing, thereby achieving cost effective purchases * Excellent at dealing with **statutory approvals/ sanctions**, purchase of equipment, assisting in establishment of new set-ups * Proven success in spearheading centralized support for clients across varied products & services including **Manpower related**: Housekeeping, Engineering, Security, **Soft services**: Pest control, landscape, plants and flower arrangements, events, small projects, modification, civil, plumbing and **Technical services**: Finalization of Annual Maintenance Contracts for DG sets, UPS, Lifts, CAS/ FAS, Water Treatment, STP and so on   Growth Path  Bata India Limited as **Commercial Officer**  Bata India Limited as **Sr. Manager (Commercial)**    Bata India Limited as **Assistant General Manager (Commercial)**  Bata India Limited as **Commercial Manager** | Key Skills  Infrastructure/ Facility Management  Strategic Planning & Leadership    Inventory / Warehouse Operations  Procurement / Supply Chain Management  Profitability/ Cost Savings  Client Relationship Management  Team Management & Training  Vendor Management/ Negotiation  Manufacturing Excellence  Budgeting & Cost Control  Soft Skills    Team Leader  Negotiator  Motivator  Key Skills  Collaborator |
| Professional Experience  **Since Sep’94 with Bata India Limited, Kolkata presently as Assistant General Manager**  **Purchasing / Inventory / Material & Warehouse Management**  **Role:**   * Analyzing clients requirements, consulting with customers/clients about services & products offered including: * **Manpower related services**: Housekeeping, Engineering, Security * **Soft services:** Pest control, landscape, plants and flower arrangements, events, small projects, modification, civil, plumbing * **Technical services**: Finalization of Annual Maintenance Contracts * Managing various activities like **transportation, housekeeping, security, purchase of IT & non-IT products** * Developing & negotiating with vendors, managing contracts for **timely procurement** of materials at favorable terms * Managing large taskforces entailing **manpower planning, recruitment, training, motivation, performance appraisal, remuneration, conflict resolution and career development** * Identifying & developing **potential vendors** for the right sourcing, achieving cost effective purchases * Implementing systems for enhancing **operational efficiency** * Negotiating & finalizing **service agreements** with contractors for execution of servicing works as per budgeted parameters * Developing **annual / quarterly budgets & annual plans** to manage facilities as per organizational needs * Generating and presenting various **weekly/monthly MIS reports** pertaining to process/productivity of all departments * Supporting HR department with various task such as recruitment, orientation, induction and training & development   **Highlights:**   * Spearheaded overall development of the business; formulated policies & strategies to achieve profitability * Led a team of procurement members * Won multiple rewards such as **Best Performer** & **Star Award** for excellent performance * Performed **Value Analysis** on slow moving/ non-moving /rejected material and ensured timely destruction /action within 15 days * Ensured **First In First Out (FIFO) / Last In First Out (LIFO)** for all products with efficient storage of materials according to the quality measures and procedures * Managed **inventory accuracy** through date rotation and robust cycle counting procedures while adhering to the required legislative procedures * Played a pivotal role as being a member of **Manufacturing Excellence**; established procedures for maintaining high standards of **manufacturing operations** to ensure products confirm with established customer and company quality standards   Previous Experience  **Sep’91 to Aug’94 with Arvind Mills Limited as Manufacturing Officer**  **Headed production of Denims and Cotton Shirting in a 100% E.O.U Weaving Unit**  Education   * **1991: Bachelor of Engineering (Textile Technology)** from University of Kolkata   IT Skills   * MS Office (Word, Excel, PowerPoint) * SAP ERP Packages | |
| Personal Details  **Date of Birth:** 8th December 1968 **Languages Known:** English, Hindi & Bengali  **Address:** Raghuvar Enclave, Flat no. 4B, 104A/1, Kasta Danga Road, P.O Sarsuna, Kolkata – 700061, West Bengal, India | |
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