

Chhabi Biswas

Address: 1755, 9th cross, 18th main, 2nd Phase J.P.Nagar, Bangalore-78,

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Summary

Ambitious and enthusiastic business professional dedicated to providing outstanding customer service and cost control. Detail oriented, process a high volume of purchase orders with a commitment to accuracy. Enthusiastic team player, readily establishes positive relationship with multiple stakeholders. Creative thinker, focused on bottom line results, contributes to procurement cost reduction initiatives. Excels in multi-tasking and prioritizing work assignments.

Professional Experience:

➤ **Purchase Manager, H. N. Apparel, Bangalore, January 2011 – Till date**
(Manufacturing ready-made garment)

- Sourcing & following with vendors, Job workers to deliver the goods on time.
- Sourcing all kind of garments trims, fabrics, machine parts, stationery etc.
- Follow ups with suppliers to ensure to receive right supplies on right time.
- Negotiations for competitive prices, quality and delivery.
- Developing lab dips and new trims.
- Maintain complete updated purchasing records/data & pricing in the system.
- Organizing for timely payment of supplier's bills.
- Updating to Buyer on daily basis fabric and trim status
- Preparing costing
- Preparing BOM

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➤ **Merchandiser, H. N. Apparel, Bangalore, January 2010 – January 2011**
(Manufacturing ready-made garment)

- Day to day correspondence with Buyer / Suppliers
- Preparing Costing
- New Product developments for various seasons.
- Sampling from Proto to Pre- production with required quality parameters.
- Follow ups on all types of prints and embroideries and get approval from Buyer.
- Developing lab dips and getting approvals
- Monitoring the Bulk production to deliver the goods on time.

- Co- ordination with all related departments- fabrics, production, documentation.
- To get the passed FPT and GPT reports before starting bulk production.
- Once the pre-production samples get approved start making the size-set and giving a call to buying house QA fro PP meeting with the factory production dept.
- Submitting the shipment samples after the receiving the Pre-production and Size set sample approval.
- Getting the daily production report during the production from PPC department and same has to update to buying merchants.
- Maintaining the records of correspondence with the customer
- Taking all efforts to maintain the delivery time..

➤ **Purchase Manager, Shreeji Marketing, Bangalore, December-2002- January-2010**

(Distributor of Nestle coffee vending machine and coffee and tea)

Company deals in distribution & marketing of Nestle Vending Machine. I was responsible for purchase of various items such as coffee, tea, coffee machine accessories etc. and maintain inventory. Manage customer relationships and follow-up for the payments from the customer. Managing accounts and preparing balance-sheets. Also, responsible for overall office management.

➤ **Office Assistant and Computer Operator, Rajesh Metal Industries Pvt Ltd, Mumbai, August-1997- March- 2000** (Manufacturing of steel Utensils)

Company involve in manufacturing of steel utensils. I was responsible for overall office management including customer management, salary sheet preparation, data entry & management etc.

➤ **Computer Operator, Gorakhpur Resources Limited, Gorakhpur, September-1995- April – 1996**
(Distributor of Cement)

Responsible for data entry and management.

Qualifications:

- M.A., Political Science, Gorakhpur University, Gorakhpur, UP, 1994
- B.A., Gorakhpur University, Gorakhpur, UP, 1992
- Computer Diploma: Tally ERP9, MS Word, Excel, Internet etc.

Personal Details:

- ☐ Date of Birth :July 11, 1973
- ☐ Husband's Name :Mr. Sukhen Biswas
- ☐ Mother Tongue :Bengali
- ☐ Languages Known :Hindi, English, Bengali
- ☐ Permanent Address :391, Gita-Vatika , 3rd Lane, Shahpur , Gorakhpur, UP

NOTICE PERIOD: 2 months

PRESENT SALARY: Rs. 4.5 Lakhs

EXPECTED SALARY:

CHHABI BISWAS