

Saurav Prabir Bhattacharya

NEW LOTUS CO.HSG.SOCIETY
AMOL NAGAR BUILDING NO: 19
FLAT NO - 4 (GROUND FLOOR)
WING – (A) NAIGAON (WEST)
THANE - 401207

Contact No. 91- 9224150416

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Career Summary

- More than 18 years of experience in various facets of Purchase 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 programmers including training for vendors.
- Experienced with implementing systems of inventory management avoiding over-stocking or wastage.
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Key Skills

For Purchase management

- Setting up the weekly, monthly, quarterly procurement plan.
- Procurement of raw material from national and international 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.

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.
- Developing reports on various programmes run for vendor development for top management.

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 stores.

Academic Qualification, Computer Knowledge, and Typing Speed

- **Academic Qualification: -**
 - **Passed: -** B.Com from Calcutta University (June - 1995).
 - H.S.C from W.B Board (Feb – 1992).
 - S.S.C from W.B Board (March 1990).
- **Computer Knowledge: -** Ms Office (2007), Tally 4.5 to 9, Spectrum (Income Tax Software), and having good knowledge of Internet.
- **Typing Speed: -** 45 words (p.m.).

Work Experience Details

- **VASUNHARA ENGINEERING CO. (CALCUTTA)**

- **Designation: -** Accountants Assistant.
- **Duration: -** 15th June, 1995 to 31th December, 1998.
- **Job Responsibility: -** Works related to Excise & Seals Tax.

- **GAMMON INDIA LTD. (MUMBAI)**

- **Designation: -** Store Assistant.
- **Duration: -** From 15th January, 1998 to 10th June 2000
- **Job Responsibility: -** Works related to Store.

- **SEETAL ARCH RESTAURENT (MUMBAI)**

- **Designation: -** Store Keeper
- **Duration: -** From 1st September, 2000 to 15th May 2002

ONYX THE RESTRO PUB (MUMBAI)

- **Designation: -** Sr. Cashier.
- **Duration: -** From 21st May 2002 to 20 July 2004
- **Job Responsibility: -** Works related to Cash.
- DAILY PETTY CASH HANDLING.
- DAILY CASH FLOW REPORT MAINTAINING.
CASH & CREDIT CARD HANDLING.

TORCHHOTEL PVT.LTD. ZENZI (MUMBAI)

- **Designation: -** Sr. Store Keeper
- **Duration: -** From 24th July 2004 to 31 March 2009
- **Job Responsibility: -** Works related to Store.
- COMPLETE STORE MANAGEMENT
- COMPUTERISED STOCK MAINTAINING.
- DAILY STOCK CONTROL.
- DAILY PETTY CASH HANDLING.

TORCHHOTEL PVT.LTD. ZENZI (MUMBAI)

- **Designation: -** ASST. PURCHASE MANAGER
- **Duration: -** From 01 April 2009 to 30 June 2011
- **Job Responsibility: -** Works related to Store & PURCHASE.
- COMPLETE STORE MANAGEMENT & PURCHASE MANAGEMENT.
- COMPUTERISED STOCK MAINTAINING.
- DAILY STOCK CONTROL.
- DAILY PETTY CASH HANDLING.
- DAILY CASH FLOW REPORT MAINTAINING.

AMBIENCE HOSPITALITY SERVICES (MUMBAI)

- **Designation: -** PURCHASE MANAGER
- **Duration: -** From 10 June 2011 to 07 September 2014.
- **Job Responsibility: -** Works related to PURCHASE & STORE.

- Negotiation with Vendor about Rate & Quality.
- Preparing payment Statement.
- RESPONSIBLE FOR POST OFFINANCIAL CONTROLLER.
- COMPLETE STORE MANAGEMENT & PURCHASE MANAGEMENT.
- COMPUTERISED STOCK MAINTANING.
- DAILY STOCK CONTROL.

OM SHIVAM CONSTUCTION – HOSPITALITY DIVISION

- **Designation: -** PURCHASE MANAGER.
- **Duration: -** From 10 September 2014 to till date.
- **Job Responsibility: -** Works related to PURCHASE&STORE
- Negotiation with Vendorabout Rate & Quality.
- Preparing payment Statement.
- Sending and Receiving mails from the clients.

Personal Details

- **Name: -** Saurav Prabir Bhattacharya
- **Date of Birth: -** 12th June 1973.
- **Passport No: -** P4426638
- **Marital Status: -** Marred
- **Language Known: -** English, Hindi, Bengali.
- **Language Speak: -** English, Hindi, Bengali.
- **Hobbies: -** Listening Music, Operating Computer.
- **Current CTC: -** Rs. 3,36,000/- (p.a)
- **Notice Period: -** 30 Days.

(Saurav P. Bhattacharya)