

CURRICULUM VITAE



SUJEET KUMAR PATRA

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Carrier Objective

To serve an esteemed organization holding responsible position with an unrestrained vertical growth, ensuring credible performance that leads the reputation on a high pedestal.

Profile Summary

Experienced in Logistics and Warehouse Management, Inventory Management, Procurement, Export and Import Documents Control for over 11years' experience in India, UAE, and Middle East & G.C.C Countries.

Hands on experience in Warehousing and Inventory systems, Purchasing System, Skillful with sound knowledge of various purchase disciplines such as Planning, Cost Control & Inventory Control.

Professional skills

- Managing Inventory Level
- Stock Control and Movements
- Resources Requirements and Management.
- Warehouse and Inventory Policy & Procedure
- Vendor Development, Price negotiations, Cost effective purchase.
- Export and Import Document Control.

Soft Skills

- Leadership and management.
- Verbal and written communication.
- Organizational and logistics skills.
- Strong attention to detail.
- Problem solving.
- Data analysis.
- Interpersonal ability.
- Team oriented.

Professional Experiences

Company Name: Sambeet Equipments Pvt Ltd. Cuttack

Job Profile: Manager -Warehouse & Inventory Operation (Sept 2019 to Dec 2020)

Major Roles and Responsibilities:

- Oversees team of inventory or warehouse employees.
- Manages inventory tracking system to record deliveries, shipments and stock levels.
- Evaluates deliveries, shipments and product levels to improve inventory control procedures.
- Analyzes daily product and supply levels to anticipate inventory problems and shortages.
- Manages schedules of employees, deliveries and shipments to optimize operations.
- Communicates with inventory employees to meet business goals and address personnel issues.
- Develops business relationships with suppliers and clients.
- Proposes strategies to reduce costs and improve procedures of supply chain logistics.
- Monitor demand and analyzes data to anticipate future supply and logistical needs.
- Reports on inventory levels, supply chain progress, procedural efficiency and personnel issues to upper management.
- Manages the recruitment and training of new inventory employees.
- Contributes to team effort by accomplishing related results as needed.

Company Name: Avadh Utopia Clubs Ltd. Surat (March 2018 to July 2019)

Job Profile: Purchase Manager

Major Roles and Responsibilities:

- Dealing with the vendor for finalizing quality, quantity plans and delivering schedules.
- Market survey and Inviting Quotations.
- Analyzing quotations from different vendors.
- Preparing comparative statements.
- Identifying and developing potential vendor's for achieving cost effective purchase of materials.
- Negotiating price with the vendor for both Rate Contract & Regular Order.
- Processing order for daily, weekly and monthly requirements.
- Planning and scheduling to purchase of raw materials as per sales forecast.
- Follow-up for on-time delivery.
- Purchase of emergency requirements by permission of management.
- Keep communication with Account department for outstanding payments.
- Keep Tracking P.O Status for all Capex, Opex all Maintenance Materials.
- Verifying invoices/ Bill passing.
- Review purchase order claims and contracts for conformance to company policy.
- Maintenance of inventory package using Fortune Next 6i (IDS) systems.

- Independent handling of Stores related Activities.
- Follow-up for on-time delivery.

Company Name: Om Oil & Flour Mills Ltd. (Mar-17 to Oct-17)

Job Profile: Purchase Manager

Major Roles and Responsibilities:

- Dealing with the vendor for finalizing quality, quantity plans and delivering schedules.
- Market survey and Inviting Quotations.
- Analyzing quotations from different vendors.
- Preparing comparative statements.
- Identifying and developing potential vendors for achieving cost effective purchase of materials.
- Negotiating price with the vendor for both Rate Contract & Regular Order.
- Processing order for daily, weekly and monthly requirements.
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- Purchase of emergency requirements by permission of management.
- Keep communication with Account department for outstanding payments.
- Keep Tracking P.O Status for all Capex, Opex all Maintenance Materials.
- Verifying invoices/ Bill passing.
- Review purchase order claims and contracts for conformance to company policy.

Company Name: Aujan Coca Cola Beverages Co. (Sept 2008 to Jan 2017)

Job Profile: Senior Logistics and Shipping Officer.

Major Roles and Responsibilities:

- Export document controller (health Certificate, Certificate of Origin, Commercial Invoice, Packing List, short shipment notice & Certificate of Analysis.
- Plan and execute the distribution of finished goods across the KSA, Gulf, North Africa, Europe, the Levant, and Asia
- Coordinate with forwarders & shipping lines regarding Vessel, Documentation (bill of lading) & Export shipments.
- Coordinate with the Supply Chain regarding the production and availability of stocks.
- Co-ordinate with Logistics Operation Manager regarding Planning & Distribution of accurate stock.
- Coordinates to provide sales branches with their monthly requirements of Finished Goods. Liaise with production and logistics for delivery on time, completeness and frees of errors shipments.
- Strictly maintain the finish goods stock as per First in First out (FIFO) in the Warehouse.

- Co-ordinate all phases of shipping, receiving, storage and inventory control.

Company Name-Vodafone Essar Spacetel Ltd.Odisha, India(Feb 2008 to Aug 2008)

Job Profile: Team Leader.

Major Roles and Responsibilities:

- Responsible in handling the corporate sales.
- Responsible for taking COCP and IOIP from the corporate.
- Systematically explaining Postpaid / Prepaid Tariff Plan Details.
- Handling 20 members of sales associates.

Company Name- Meridian Mobile Pvt Ltd. Odisha, India (Dec 2006 to Jan 2008)

Job Profile: Sales Officer.

Major Roles and Responsibilities:

- Responsible in handling the corporate sales, Individual Sales.
- Responsible in handling Dealer Outlets.
- Maintain and develop good relationship with customers through personal contact or meetings.
- Achieve monthly target before deadline.
- Sell telecommunications products and services to both individuals and companies

Company Name - Tata Finance Ltd, Odisha, India (July 2003 to Sep 2006)

Job Profile: Collection Head

Major Roles and Responsibilities:

- Supervising staff of collections personnel.
- Minimizing company's financial losses.
- Regularly reporting the collection department's progress and statistics.

Software Proficiency

- MS Office (Word, Excel, PowerPoint Outlook).
- MFGPro - ERP

Extra-Curricular Activities

- Successfully completed Diploma in Computer Application

Qualification

- Masters in Marketing and Logistic Sikkim Manipal University. BBSR, Odisha
- Bachelor in Arts

PERSONAL DETAILS:

- Date of Birth: 12th June 1976
- Marital Status: Married
- Nationality: Indian
- Visa Status: Residence visa/77071143
- Passport No: H 9308990

Declaration: I hereby certify that the above-mentioned information is true to the best of my knowledge and truth.

Date:

Sujeet Kumar Patra

Place: