Manoj Kr Mandal

B.Tech (ECE)

Working Exp-7 Years (Purchase & Administration)

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***.* CAREER OBJECTIVE**

* Aspiring for a challenging senior level position in Purchase & Administration of high reputed Organization that would encompass building, developing and integrating a multi-cultural,multi-skilled workforce to exploit the global market and enhance organizational competence.

**SUMMARY OF EXPERIENCE :**

* A competent professional with **7 Years** of extensive experience in Purchase & Administration.

Sourcing Planning , Vendor Development, contract negotiations/ finalization & Material Procurement, ,. Having Exposure in Procurement of indigenous & Import Items used in Manufacturing of GPS & IRNSS, Based VTS Device, Defense & Aerospace RF Equipment, LED LightingIndustrial Relay & Switchgear ,SMT Machinery & Solar Parts etc.

**PROFESSIONAL EXPERIENCE:**

* **Presently working in EON INFOTECH LTD,, MOHALI as a Asst. Manager(Purchase & Admin), since May 2018 till date.**
* Worked With **Konark Product ( Konark Group )**, Kala-Amb (HP), as Sr. Purchase Executive (Electronics) ,

since May 2017- May 2018

* Worked with **C & S Electric** as **Purchase Engineer** from June 2015 to April 2017.
* Worked with **Singodia Electronics Pvt Ltd** (Import Oriented Unit) form Feb 2012 to June 2015.

**Key Skills ( Purchase & Admin) :**

* Sourcing of Electronics components worldwide.
* New Vendor Development & Negotiations & Cost Reduction.
* Vendor Evaluation based on Quality & Delivery.
* Team Building & MIS presentation.
* Ability of Leadership & Self-confident, Reliable, Optimistic, Energetic to work in all Situation.
* ERP ORACLE,/RAMCO,INFOR,MS Office (Word, Excel & Power Point)
* Training on ISO 9001: 2015 , Internal Auditor Training on Quality Management Systems, **By INTERTEK INDIA PVT LTD** at EON INFOTECH LTD.

**ADMINISTRATION:**

* **Manage office supplies stock and place orders.**
* **Prepare regular reports on expenses and office budgets**
* **Maintain and update company databases.**
* **Organize a filing system for important and confidential company documents,**
* **Update office policies as needed**
* **Maintain a company calendar and schedule appointments**
* **Book meeting rooms as required**
* **Distribute and store correspondence (e.g. letters, emails and packages)**
* **Prepare reports and presentations with statistical data, as assigned**
* **Arrange travel and accommodations**
* **Schedule in-house and external events**

**Eon Infotech Ltd Profile:**

**Eon is engaged in Manufacturing of GPS , GPRS & IRNSS based VTS Devices , Defence & Aerospace RF Equipment.**

* Developing vendor base, entering supply agreements to ensure timely supply of quality & value products & services to enhance overall efficiency of the organization and maximize profitability.
* Development of metal parts & manufacturing of power cabinets.
* **Sourcing & development of Supplier Electronic components** .
* Streamlining the system & procedures for effective inventory control for ensuring ready availability of materials to meet the production targets.
* Conducting supplier performance evaluation & accountable for resolving commercial issues.
* Purchase Negotiations based on Costing.
* New Vendor development and vendor management.
* Responsible for timely Import of all the outsourced items, custom clearance & import documentations.
* Co-ordinate with Sales Head & Production Head for smooth flow of supply chain.
* Prepare Road map for achieving cost saving targets, through negotiations/VE/ Substitute make /alternate sourcing.
* Responsible for Supplier Quality Audit of the Existing & New vendors based on various criteria’s such as quality, delivery, Credit terms, response and technology & circulate SQA report.
* Responsible for R&D new Developments related to Mechanical, Electronics products.
* Responsible for monthly Vendor capacity mapping of A Class Items & implement JIT for A class.
* Participate in technical meetings with R&D team and Suppliers to discuss key issues and resolving queries to meet as per our requirements
* Co-ordinate with Finance for payments of vendors (Domestic & Import).
* Responsible for proper updating & maintenance of all Purchase related documents.
* Responsible for Raw Material order calculation & P.O. issue to domestic & export vendors .

**Konark Product (A Konark Group Company) Profile:**

Konark is engaged in Manufacturing of LED Light for Bajaj Electrical, Eveready, Panasonic, C&S ,Surya, Halonix, Railways, Indiabull.

Konark has its Own Alu Casting and Fabrication Unit Located at HP and Daman(UT). .

C&S Electric Ltd :

C&S Electric , the flagship company of C&S , is in the business of engineering and manufacturing Protection and Measurement Devices, LED Lighting , Solar ,Switchgears, Electrical EPC Panel .ect

**Singodia Electronics Pvt Ltd :**

Singodia Electronics Pvt. Ltd a certified company for Import of Electronics Components.

Singodia Offers Following Authorized Brand CDIL, HONGFA, Fronter ,SAMWHA ,Hornby, Incap, and Sourcing Other Brands.

**Personal Profile:**

* Name : Manoj Kumar Mandal
* Date of Birth : 29.Aug.1988
* Permanent Address : C/O-Mr Yogndera Mandal , At/PO-Sudana(North)

PS/Dist- Daltongunj, Jharkhand 822101

* Hobbies : Reading Electronics Magazine/Journals ,Plantation of Flowers and Vegetable.

The above information is true to the best of my knowledge.

Date:……………………Place: …………………….  **(Signature)**