

MAYUKH BASU

A 42 ,DIAMOND PARK, JOKA, P.O.- JOKA

KOLKATA – 700104

Contact No. 8584056610 E-mail ID: mayukhbasu123@gmail.com

STRENGTHS

- Honest & Dedicated
- Quick Learner
- Communicating with HOD or subordinates.
- Making Decisions and Solving Problem.
- Ability to work in an organized manner
- Team Player.

CAREER OBJECTIVE:-

Purchase & Admin Professional with broad experience in all aspects of supply chain management & Procurement (Projects & Operations) and various other area of materials management.

ORGANISATIONAL EXPERIENCE:-

MSL MANAGEMENT SERVICES PVT. LTD.

March -2020 onwards Working Senior Executive (Purchase)

Job Profile:

- Prepare Maintenance Contract / Rate Contract for Suppliers / Contractor. such as (Chiller Plant , DG, Cooling Tower, Lift & Escalator, Landscapers)
- Negotiating the Vendor and Contracts, Price, delivery schedule and terms and conditions with Third parties and Suppliers.
- Monitoring day to day operations.
- Prepare the Purchase Order using the E-Procurement software system for Materials Suppliers.
- Detailed Checking all Tax Invoice.
- Preparing Payments.
- Maintain of day to day banking functions & cash disbursement.
- Generate all monthly invoices such as Common area maintenance Charges, (CAM) , HVAC, Water ,LPG & Electricity Charges.
- Handling Operations, Payment Collection & Receivables.
- Prepare Monthly MMR reports.

MANI GROUP

November, 2018 – February -2020 Working Executive (Commercial)

Job Profile:

- I have handled the Purchase and Accounts activities at Casadoan IT Park.
- Handled functions pertaining to receiving requisition, floating RFQ , collecting quotations, Preparing QCS , attaining approvals , preparing purchase order , following –up with vendor and ensuring the right materials at right place at right time at right price.
- Prepare the Purchase Order and Work Order using the E-Procurement software system for Materials Suppliers / Contractor.
- Prepare Annual Maintenance Contract / Rate Contract for Suppliers / Contractor. such as (Chiller Plant , DG, Cooling Tower, Lift & Escalator, Landscapers)
- Identified & selected new vendors and steering continual cost reduction as a special assignment through direct negotiation, alternate sourcing and replacement with alternate cheaper materials in consultation with the user department.
- Negotiating the Contracts, price, delivery schedule and terms and conditions with Third parties and Suppliers.
- Accountable for the procurement of all materials including CAPEX as per company SOP.
- Detailed Checking all Tax Invoice.
- Preparing Payments.
- Preparing Bank reconciliation Statement (BRS)
- TDS statement Preparation & Payment like Contractor, Professional, Rent, Salary commission & Brokerage.
- Maintain of day to day banking functions & cash disbursement.
- Generate all monthly invoices such as Common area maintenance Charges, (CAM) , HVAC , Water ,LPG & Electricity Charges.
- Handling Payment, Collection & Receiving.

JONES LANG LASALLE BUILDING OPERATIONS PVT. LTD.-

PROPERTY: - OUEST MALL- KOLKATA

April, 2013 – July 2018 Working Executive (Materials)

Job Profile:

- Responsible for the entire purchasing activities for the Pre-opening property that includes Electrical, Plumbing, HVAC, Fire Fighting , Housekeeping & Engineering item , Furniture etc.
- Handling for the International and Domestic purchase.
- Looking after entire purchase, CAPEX item, Day to Day Materials Purchase.
- Coordinate with HOD, Follow Company SOP, Cost Control.
- Setting up the Monthly, Quarterly, Annual Procurement Plan.

- Identified & Selected vendor and engaged in commercial negotiation attain cost savings.
- Collecting quotation.
- Handling the Material Purchase for Project / Building Operations.
- Control Annual Purchasing and Department Budgets.
- Analyze market and delivery systems in order to assess present and future materials.
- Created and managed the Purchase Order and Work Order using the E-Procurement software system for Suppliers / Contractor.
- Prepare Annual Maintenance Contract / Rate Contract for Suppliers / Contractor.
- Handling Inventory Function and Maintain Maximum & Minimum stocking system for various materials and minimize wastage.
- Maintaining the Storage & Supply Chain System.
- Receipts Material.
- Verification of received materials (Physically & Quantity) as per P.O and code write bill.
- Preparation of Good receipt note (GRN) on daily basis for all direct and indirect materials received.
- Responsible for physical stock checks on a regularly basic to see the stocks are in order.
- Updating MSDS file for hazardous Materials.
- Identifying hazardous Materials and locating in designated safe place.
- Inventory control slow & non moving materials
- Detailed Checking of Tax Invoices versus goods received voucher
- Circulate copies of invoices to finance department maintain stock as per FEPO.
- Materials Issue, maintaining proper documents like receipt and issue.
- Verifying Incoming / Outgoing and Daily stock in hand.
- Preparing the list of fast moving / slow moving items and not usable materials.
- Prepare Monthly report of consumables materials.
- Handling all stores and Purchase department audit.

NILGIRI SLEEPER PRIVATE LIMITED-

September 2006 -April, 2010 Working Site Supervisor (Store)

Job Profile:

- Handling / Maintaining Stores.
- Raising Purchase Requisition.
- Coordinate with Vendor to ensure material is delivered on time
- Receives all materials.
- Verification of received materials ((Physically & Quantity) as per purchase Order.
- Preparation of Good Receipt Note for all materials received and circulating the copy of information to purchase department.
- Maintain stock and Prepare Monthly report of consumables materials.
- Manage inventory requisition, Purchase Orders, Receipts all Materials, Materials receiving register, Storage, Dispatch, Inventory Control.

- Daily physical inventory count and maintaining Min-Max level of stock.
- Prepare Monthly report of consumables materials.

COMPUTER KNOWLEDGE:-

- Proficient in the use of MS office, Word, Excel & PowerPoint and Outlook.
- Working Knowledge of SAP.

EDUCATIONAL QUALIFICATION –

- Passed Bachelor of Business Administration (BBA) from Sikkim Manipal University in Second Division.
- Passed Higher Secondary from Behala High School (West Bengal Board of Higher Secondary Education) in Second Division.
- Passed Secondary from Behala High School (West Bengal Board of Secondary Education) in Second Division.

TECHNICAL QUALIFICATION:-

- Passed Diploma Civil Draughtmanship from The George Telegraph Training Institute.
- Passed Diploma In Information Technology Application from Youth Computer Training Center Govt. of West Bengal.
- Passed Certificate In Information Technology Application from Youth Computer Training Center Govt. of West Bengal.
- Passed Certificate In Computer Aided Design (CAD) from Youth Computer Training Center Govt. of West Bengal.

PERSONAL DETAILS:-

Father's Name	LT. Amitava Basu
Date of Birth	3 RD November, 1983
Permanent Address	A 42 , Diamond Park, Joka, Kolkata- 700104
Phone Number	8584056610
Marital Status	Single
Nationality	Indian
Religion	Hindu
Cast:	General
Hobbies	Listening Music, Playing Cricket, Chess.
Languages	Bengali, Hindi, English.

Declaration:

I hereby declare that all the information written above is true to the best of my knowledge and belief.

DATE:

PLACE: KOLKATA

MAYUKH BASU