

DEBOJYOTI GHATAK

9/87 NETAJI NAGAR, KOLKATA-700092

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PROFESSIONAL SUMMARY

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Procurement professional seeking a management role. Skilled in establishing rapport with clients. Self-motivated with good communication and business development capabilities.

SKILLS

- Possess Leadership & Managerial skills.
- Ability to work well under pressure & thrive on challenging works.
- Good eye for detail, well organized, skilled in setting priorities.

MANAGERIAL SKILLS



WORK EXPERIENCE

Purchase and Logistics Manager

Mageba Bridge Products Pvt. Ltd.-Kolkata West Bengal, India

Duration- 2008- 2017



Shah Brothers Ispat Pvt. Ltd. (Purchase & Business Development Manager)

Duration- (May2017- Dec,2018)



Own Business: GP Steels and Company..Kolkata, West Bengal, India

Duration- 2019 - Till date

KEY RESPONSIBILITIES HANDLED

- Implement procurement strategy and policies.
- Forecast procurement needs.
- Develop and review purchase requests and ensure authorization as necessary to facilitate the timely purchase of products.
- Plan, direct, or coordinate the activities of buyers, purchasing officers, and related workers involved in purchasing materials, products and services.
- Negotiate pricing and purchase goods and ensure delivery in a timely manner
- Administering an Internal purchasing system and create a successful procurement process.
- Help to lower the cost and secure agreements
- **Vendor development and Vendor Assessment.**
- **Market research** to know the **business trend and price.**
- To deal with **Import consignment (LC preparation-Logistics-Customs clearance-documentation etc.)**



- Maintain a complete process of procurement from **Purchase requisition-enquiry-offer –order- delivery-bill processing.**
- Marketing decision and strategies for steel products

DETAILS OF MATERIALS HANDLED

- Steel Castings
- Steel Structural (MS Angle, MS Channel, H-Beam section etc.)
- **Rubber (Chloroprene- Silicone-EPDM- Butyl and Natural**
- STU Components (Round- Hyd. Seal-Silicon Fluid-Bearings etc)
- Fasteners (High tensile And MS with protective coatings from Manufacturer)
- Paints- Electrodes- Chemicals (ZNO-MGO-TDQ etc)
- Electrical Machineries and instruments
- Consumable products



MAJOR PROJECT DETAILS

- **Bandra –Worli seal link -India**
- **Chenab Railway Bridge-India**
- **Bayonne Bridge project- USA**
- **Petrobras FPSO unit –Brazil**
- **Orange Line Project- USA**
- **Batina Coastal Road Project- UAE**

EDUCATION

B.Tech- Electrical Engineering

West Bengal University Of Technology- Kolkata
Year- 2004-2008



ADDITIONAL DETAILS

IT PROFICIENCY: MS Office- Power Point and C-language

LANGUAGES KNOWN

- English, Hindi, Bengali and learning Russian Language

HOBBIES

Reading Story Books, Playing Cricket and Football.

DECLARATION

I HEREBY DECLARE THAT ALL THE PARTICULARS GIVEN HEREIN ARE TRUE COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Place: Kolkata

Date:

Debojyoti Ghatak