

NITYANANDA DAKUA

Curriculum Vitae

ABSTRACT

EXPERTISE

Purchase, Procurement, Logistics, Inventory, Operation, Sales and Marketing. Tendering.



CURRICULUM VITAE

NITYANANDA DAKUA

Post- Junior Manager, Procurement Expert.
Haryana Agro Industries Corporation Limited.
Haryana State Govt. Undertaking

ADDRESS : FOR COMUNICATION
At-Sector-2, Qr. No- A/160, District-SUNDARGARH, ROURKELA-6, State- Odisha, Pin Code-769006.
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PROFILE STREANTHS:

Expertise in Managerial Domestic and Corporate Field like District Collector, Administration and the Management Authority. Relationship Building with Vendor, Negotiation and Conflict Resolution, e-Tendering, Bidding Expertise in Govt. and Private Sector, Inventory Management, Material Resources Management. Quality Control Analysis, Operations Analysis, Financial Analysis, Data Analysis, Business Administration and Management.

ACADEMIC QUALIFICATION:

- Passed 10th from BOARD OF SECONDARY EDUCATION (BSE), ODISHA, in the year April 1998.
- Passed +2 (Science) from COUNCIL OF HIGHER SECONDARY EDUCATION (CHSE), ODISHA, in the year June 2001.
- Passed Bsc (Physics, Chemistry and Math) from SAMBALPUR UNIVERSITY, ODISHA, in the year August 2004.
- Passed MBA (Marketing & HR), at Rourkela Institute of Management Studies (RIMS), Rourkela, under BIJU PATNAIK UNIVERSITY OF TECHNOLOGY (BPUT) ODISHA, in the year September 2012.
- Passed one-year computer course POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (PGDCA) in the year May 2005 with 'A' grade certificate from UNITECH, Rourkela, Odisha.

TECHNICAL SKILLS:

- Operating Systems : Windows- 98,2000,2007/XP/VISTA/Windows 11/SAP/ERP
- Application Package : MS Office, Internet Browsing, ERP, SAP.

EXPERIENCE:

Haryana Agro Industries Corporation Limited (Haryana Govt. Undertaking)
POST- Junior Manager (Procurement Expert) FMCG, Brands, Commodities, Fertilizer, Seeds.
From –August 2024 to Till date. (Continue)

- Developing Brands and implementing purchasing and procurement strategies, Implements the Bidding process for procurement of commodities (E-tendering in State Govt. Sites, GeM Portal)

in regular basis, managing daily purchasing activities, supervising the staffs of warehouses, stakeholders and outlet franchisers. Working under GeM, NIC, Agri e-Market portal. Preparation of Tenders & Procedures, Prepare annual procurement plan, Establish strong vendor relationships, contract negotiations, Assist in preparing tender documents, bid evaluation, payment terms, supply chain, logistics and allocating tasks. Managing supplier relations and negotiating contracts, prices, timelines, etc. analyse total ownership costs Maintaining the supplier database, purchase records, and related documentation. Coordinating with inventory control to determine and manage inventory needs. Ensuring that all procured items meet the required quality standards and specifications. Preparing cost estimates and managing budgets. Working to improve purchasing systems and processes.

Jalan Group of Industries (Jalan Infrastructure LLP, Kolkata)

POST- Assistant Purchases Manager (Procurement & Logistics Department) Regular Consumable Items for the Projects and for the Plants.

From –Feb 2024 to July 2024

- Developing and implementing purchasing strategies, managing daily purchasing activities, supervising staff, and allocating tasks. Managing supplier relations and negotiating contracts, prices, timelines, etc. Maintaining the Logistics and Supply Chain Dept. By keeping the supplier database, purchase records, and related documentation. Coordinating with inventory control to determine and manage inventory needs. Establish strong vendor relationships, contract negotiations, Prepare annual procurement plan, strong negotiating strategies with business owners managing the maintenance of office/manufacturing equipment and machinery. Ensuring that all procured items meet the required quality standards and specifications. Preparing cost estimates and managing budgets. Working to improve purchasing systems and processes.

Ziqitza Healthcare Limited (Bhubaneswar, Odisha)

POST- Sr. Executive (108 Ambulance Service. Central Govt. Project, OEMAS) Regular Consumable Items for the Projects and for the Hospital Operation.

From – Jan 2022 to Feb 2024

- Developing and implementing purchasing strategies, managing daily purchasing activities, supervising staffs of 108 Ambulance (Emergency Medical Services) and allocating tasks. Working knowledge with GeM portals. Implements the Bidding process for procurement of ambulance and medical equipment's in regular basis, managing daily purchasing activities, supervising the staffs of EMAS, CDMO, DPMU and Doctors. Assist in preparing tender documents,bid evaluation negotiation, payment terms, supply chain, logistics and allocating tasks. Managing supplier relations and negotiating contracts, prices, timelines, etc. Managing supplier, Maintaining the supplier database, supply chain, logistics, purchase records, and related documentation. Coordinating with inventory control to determine and manage inventory needs. Managing the maintenance of office/manufacturing equipment and

machinery. Ensuring that all procured items meet the required quality standards and specifications. Preparing cost estimates and managing budgets. Working to improve purchasing systems and processes.

Intocast Hitech Chemicals Limited (Jamshedpur, Jharkhand)

POST- Purchases Officer (Procurement Department) Mechanical, Electrical, Raw Materials and Plant Consumable Items.

From –July 2021 to Dec 2021

- Developing and implementing purchasing strategies, managing daily purchasing activities, supervising staff, and allocating tasks. Managing supplier relations and negotiating contracts, prices, timelines, etc. Maintaining the Logistics and Supply Chain Dept. By keeping the supplier database, purchase records, and related documentation. Coordinating with inventory control to determine and manage inventory needs. Managing the maintenance of office/manufacturing equipment and machinery. Ensuring that all procured items meet the required quality standards and specifications. Preparing cost estimates and managing budgets. Working to improve purchasing systems and processes.

D.P AGARWALLA,

(DISTRIBUTER FARTILISERS, AGRO CHEMICALS, SEEDS, FMCG & AGRICULTURE INPUTS), ODISHA

POST- Sales Representative (Procurement and Operation)

From –May 2016 to July 2021.

- Maintaining 80 Coordinators in Sundargarh District. Flow the Business Risk and Performance. Serving More than 300 Clients in Domestic and Corporate Field. Season Marketing and Corporate Communication (B2B) with Authorized and Potential Clients, Rake handling, supply chain, logistics, Client Developing, Sales and Marketing of Agro Fertilizer, Agro Chemicals, SEEDS and FMCG Products (B2C). Managing Back Office and Field Operation like Placing and Collection, Planning and Analyzing in different areas like Rural and Urban. Procurement of FMCG and Agro Products.

OCL India Limited (Rajgangpur, Odisha)

POST- Assistant Material Executive (Raw Material Department) Plant Consumable Items.

From –**July 2013 to March 2016.**

- Flow the Purchasing Process of Raw materials (Operation). Planning, Implementing Business and Coordinating with the Clients and Managing Raw Materials Purchase, (Domestic and Corporate), Implementing the Procurement Process for Raw Materials (Coal, Dolomite, Lime Stone, Slag, Gypsum, Zircon, Murmurs, Pit Coal, Sulphur) Import and Export, Rake Handling, Product Researching, supply chain, logistics SAP Entry of Products, Making PO, DO, WO, ABC Analysis, Samplings, Railway Packaging. Inter Communications with Local Clients and

Maintaining Logistics and Inventory Management. Participating Govt. tenders and negotiations with the planning contracts.

Adhunik Metaliks Limited (Rourkela, Odisha)

POST- Graduate Trainee (Raw Material Procurement Department)

From –15th July 2007 to 25th July 2009.

- Maintaining Raw Materials Site work, Flow the Conveyor Belt and Maintain the Technical Support. Stacking of Raw Materials, Making PO, DO, WO, Samplings of Materials, Packaging, Quality Check, Support the Sales team and Growth is sales of TMT Bars (B2B Domestics). Inter Communications with Local Clients, Distributors and Direct Sales of the Products, Operating Back Office and the Logistics. Managing the maintenance of office/manufacturing equipment and machinery.

Caxport (Rourkela, Odisha)

POST- Computer Operator (Logistics and Procurement Department, Project under SAIL, Rourkela Steel Plant)

From –1st July 2004 to 30th June 2007

- Handling Back Office Operations (Procurement), assist in tendering process of logistics and procurement. Supply chain, logistics.Way Bridge Handling, Data Entry of Steel Products, Making PO, DO, WO, GRN, Challans. Inter Communications with Local Clients and Logistics. Assist the Purchase and the procurement team.

PERSONAL DETAILS:

DOB- 15th February 1984
Marital Status- Married
Category-OBC
Blood Group- A^{+ve}
Current Company- Haryana Agro Industries Corporation limited (Haryana State Govt. Undertaking)
Current Post- Jr. Manager (Procurement Department)
Current Salary- 5.00L / Year with Accommodation.
Hobbies- Playing Cricket, Carom, Cheese, Reading News Papers.

DECLARATION

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

Place: Rourkela
Date : 13.02.2025

Nityananda Dakua
