# MD. RAMIJ RAJ KHAN

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**MBA (Operation, NET qualified) with B.Tech (Electronics and Communication) and over Ten years of experience in Material Management service in Shipping industry and over Seven years of experience in VSAT/SATCOM / Broadcast , GSM, Broadband service in Telecom industry.**

## PROFESSIONAL SYNOPSIS

- An astute performer with **7 years** of qualitative experience in Installation, Commissioning, Testing, Operations, Monitoring, Total productive Maintenance, in the **VSAT/SATCOM/Broadcast/GSM/Broadband** service Industry.
- An acute performer with over **10 years** of experience in **Material Management, Procurement through GeM, e-Tendering, Contract Management, Store supervision, Scrap auction/delivery** in Shipping Industry.
- ***Currently associated with Syama Prasad Mookerjee Port, Kolkata (Formerly Kolkata Port Trust, Haldia Dock Complex, posted at Haldia, West Bengal as an Asst. Manager (Procurement),MM.***
- Deft in handling Procurement of Engineering goods/Imported Spares from OEM, e-Tenders and Procurement through GeM.
- Deft in handling installation / commissioning and operations/maintenance/monitoring involving resource planning, in-process inspection and co-ordination with internal / external departments.
- Well versed with the concepts of Satcom/VSAT, Networking (CCNA), GSM.
- Excellent Communication & Interpersonal Skills with strong Analytical, Team Building, Problem Solving and Organizational Abilities.

## CAREER HIGHLIGHTS

***Jun'14 – till now Syama Prasad Mookerjee Port, Kolkata,Haldia Asst. Manager (Procurement), MM On Contract***

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|---|---|---|
| ***Dec'11 – Jun,14*** | ***Infinium (India) Limited, Ahmedabad*** | ***HUB Engineer*** |
| ***July'08 – Dec'11*** | ***Bharat Electronics Limited, Bangalore*** | ***Engineer (on contract)*** |
| ***Nov'07 – July'08*** | ***M. M. Teleservices Pvt. Limited, Kolkata*** | ***Assistant Manager*** |
| ***Sep'06 – Nov'07*** | ***V.S.N.L (presently TCL), Kolkata*** | ***Field Engineer, TataIndicom Broadband (I&C desk)*** |

- *Under payroll of Mafoi Consultancy Pvt. Ltd.*

***Key Deliverables:***

***- At Syama Prasad Mookerjee Port-Kolkata (formerly Kolkata Port Trust, HDC) (An Autonomous Body under Ministry of Ports, Shipping and Waterways, GOI)***

***Exp:*** 10 years

- Public Procurement of Engineering goods/ Marine Spares (from OEM through **Import** procedures)/ General/ Furniture/ Stationary/ Consumables/ Safety/ Security/ Fuel-Lubes/ Medicine/ Medical Equipment/ Provisions/ Maintenance goods etc. for user Divisions through inviting Limited/Open/Global/Single/Proprietary Tender enquiry in **GeM/CPPP** portal and evaluation of bids/offers through single cover/two part bid system (Techno-Commercial and Price Bid). Issuance and follow up of Purchase Order/Rate Contract/Part Order up to certification of bill after successful delivery and acceptance of materials. Ensure procurement according to the guidelines of '***Manual for Procurement of Goods/Services, 2024***' and '***General Financial Rules, 2017***', GoI.
- Monitoring and maintaining of Central Store functions like Material receipt/inspection/placing/stock ledger posting/preservations etc. Issuance and regulation of GRN/MRN/Indent/waybill/Gate passes etc.
- Identifying condemned/unserviceable/hazardous waste/e-waste materials and selling through e-auction complying CPCB/SPCB registered recyclers. Delivery and disposal of scrap materials.
- Price Negotiation, Vendor rating, Tender rating, Control charts preparation and analysis of MIS (NIC menu, DMIS). Participated as divisional representative during **ISO audit**, statutory internal and external audit, CAG audit, Annual Budgeting, BPR-ERP-**SAP(MM Module)** implementation, **E-Tendering, GeM** implementation with **Platinum Certification in Advance Course for Buyer**.

***- At Infinium (India) Limited,***

***Exp:*** 2 years 6 months

- Operation/Monitoring/Maintenance/Shifting/Support/Migration of **EDUSAT/VIASAT** (SATCOM/VSAT based) network including Ku band **HUB/SITs/ROTs** (Technology: TDM/TDMA, STAR) covering throughout **West Bengal**.
- Maintenance (Preventive + Corrective) of DMS and Telemedicine/Televital (**Viasat/VSAT**) terminals in WestBengal/Odisha/Bihar/Sikkim.

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- CAMC monitoring with Jadavpur University (School of Oceanographic studies) Video conferencing setup.
- Invoicing/Payment/compliance/coordination/Material Inspection with WBSRDA, AIR-Kolkata (10 KW FM Transmitter, Balurghat AIR Station).
- I&C/Maintenance of classroom (EMS; DVB-RCS) terminal of Arihant Network in Kolkata.

***- At Bharat Electronics Limited, (A Defence PSU, GoI)***

***Exp:*** 3 years 4 months

- I&C/Operation/Monitoring/Maintenance of **ISRO** sponsored **'EDUSAT'** (SATCOM/VSAT based) Network including Ku & C- band **HUB/SIT/ROT** (Technology: TDM/TDMA, STAR) covering Assam, Maharashtra, Uttarakhand, Bihar, West Bengal and other North Eastern States.

*- On daily basis:*

- Operation & Monitoring of HUB including ODU items like 1.2/1.8/3.8/4.5/6.3m parabolic dish antenna, BUC, LNB, Feed etc. and indoor LINKSTAR Baseband equipment including 70-L Band converter, Modulator, Encapsulator, Cisco2800 Router, TDU,GCU, 1:16 Splitter, SUN Server, NMS system.
- Operation & Monitoring of LMS server, Antivirus server, Video server, Teaching end including Audio-video peripheral devices including Audio-Video Mixer, Camera, Microphone/Base station, Projector, Amplifier, Speaker etc.

*- Occasionally:*

- Testing and evaluation of RF/IF and Baseband measurement with required tools like Spectrum analyzer, cables, connectors, softwares etc.
- Perform overall integration testing of Teaching End and classroom for Video & Audio performance.
- Coordination with remote end to provide technical support or troubleshoot their issues.

*- On weekly basis:*

- Maintain following data: HUB equipment (ODU + IDU) status, Network status, Alarm status etc.
- Update and take necessary action to resolve network related complaints.
- Supervision of stores including spare parts and tools.

***- At M.M.Teleservices, Kolkata***

***Exp:*** 8 months

- Major Projects handled:
  - Reliance BTS (Motorola) swapping, Installation, Commissioning thoughout West Bengal
  - Aircel microwave installation, Flexi BTS installation.
  - Reliance CDMA microwave installation & commissioning & acceptance test throughout West Bengal
  - Reviewing engineering drawings, technical specifications, cost estimates for installation & commission of the telecom networks

***- At V.S.N.L, Kolkata***

***Exp:*** 1 years 2 months

- Proper channel configuration for New Broadband Installation, Shift of Location, Channel Change, Account Termination through Metasolve (Auto Provision or Manual Provision) with the help of POS & VMS on daily basis.
- Ensuring completion of installation activities within the time & cost parameters and effective resource utilisation to maximise the output.
- Coordinating with NOC regarding troubleshooting at the time of NWKDEACT and NWKACT task completion with the help of PEM server.
- Maintaining the following data:
  - FE Roster including data for FE -I incentives, I-desk copy status & installation ageing to boost the performance.
  - Regarding installation (According to Territory wise, FE wise, LCO wise) with help of B.O Site & MS Excel.

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***Accolades:***

- *At Bharat Electronics Limited*

- Attended following:
  - Provided successful SIT Operation Training and Content Generation Training to Network User End conducted by ISRO-DECU in Assam/West Bengal/Mizoram/Uttarakhand.
  - Participated and contributed as a BEL representative during Inauguration of EDUSAT Network for the Assam/ Uttarakhand/ Arunachal Pradesh State Government.

- *At M. M. Teleservices, Kolkata*

- Attended training on the following:
  - Motorola BTS Installation for Reliance GSM Service at two sites.
  - Nokia BTS Installation, Alignment & Commissioning (through NOKIA BTS manager and other Application Tools) for Vodafone GSM service at one site.
  - Flexi BTS Installation for Aircel GSM service.
- Successfully handled Reliance BTS Swapping project.

- *At V.S.N.L, Kolkata*

- Effectively supervised daily / weekly / monthly installation activities at node, territory, area and regional level.
- Proficiently attained Regional (East) AOP for Installation.

- *At Ko.P.T, Haldia*

- Effectively supervised Internal **ISO Audit**, Tender Finalization Index, Supply Performance Index, Process Efficiency index of store, e-procurement, Procurement through **GeM**, **Import** of Spares, Annual Budget estimate, MSME participation, Executive Committee member of SMPK Officers' Club, Haldia.

## TRAININGS

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| Title | : **Vocational Training on Telecommunication System** |
| Duration | : 4 weeks |
| Organisation | : N.S.C.B.T.T.C of Saltlake, **BSNL** |
| Title | : **Network Training for CCNA exam** |
| Duration | : 2 months |
| Organisation | : IIHT, Kolkata |
| Title | : **ISO 9001:2008 & Total Quality Management** |
| Duration | : 1 week |
| Organisation | : CSTARI (Under Ministry of Labour & Employment), Kolkata |

## ACADEMIC

- **Master of Business Administration** from **ICFAI University, Tripura** in 2011 with **60%.**
- **UGC-NET (December 2012) qualified in Management.**
- **B.Tech (Electronics & Communication Engineering)** from Haldia Institute of Technology, West Bengal University of Technology in 2006 with DGPA of **7.45.**
- **12th (Science)** from St. Xavier's School, Haldia in 2002 with **75.30**%.
- **10th** (**General**) from St. Xavier's School, Haldia in 2000 with **77.37**%.

## IT DETAILS

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| Languages | : C, HTML |
| Utilities | : **ERP (NIC)** module for Material Management, ERP(**SAP**)-MM Module, **GeM Platinum Certification in Advance Course for Buyer, E-Procurement, E-Office.** TrainNet IMS (Teacher/Videoserver/Student),IIS, SQL 2000, ODBC, FTP server/client, UDP Transreceiver, NetPersec, NMS, e-tendering. McAfee ePolicy Orchestrator 4.0.2, Osperay, VSS H.264 AVC Codec, Metasolve (Telecom Software, TCS product), NOKIA BTS Manager, POS, MS-Office. Norton Ghost, VLC. |
| Operating System | : Windows Server 2003-Small Business Server, R3 standard Edition, Win-98,NT,XP,7 , MS Dos, SUN Solaris. |

## PERSONAL DETAILS

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| Date of Birth | : 21st February 1984 |
| Marital Status | : Married |
| Residential Address | : 4/108-B, C.P.T, Haldia Township, Haldia, Dist: Purba Medinipur , West Bengal. PIN: 721607. |
| Linguistic Abilities | : English, Bengali & Hindi. |

Date:

Signature: