SUMIT SWAPAN CHAKRABORTY

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Summary

A highly effective and detail-oriented School Administrator with over six years of experience in techno-commercial and administrative capacities within the educational domain. Possesses proven capabilities in procurement, materials management, vendor negotiations, IT oversight, and ensuring regulatory adherence. Proficient in implementing cost-efficient strategies, streamlining operations, and leveraging NAV & ERP systems to optimize resource distribution and enhance educational environments. Additionally, brings over four years of experience as a Computer Instructor.

Professional Experience

Bursar (Sr. Administrator) | Birla Public School Ganganagar (C.B.S.E) | Sri Ganganagar, Rajasthan | October 2023 – Present

- Manages comprehensive procurement and materials management processes, encompassing vendor pre-qualification and selection, utilizing NAV & ERP systems.
- Evaluates vendor proposals from both technical and commercial standpoints, negotiates terms, places orders, and expedites delivery of goods to the site as per contractual agreements, using NAV & ERP systems.
- Oversees term and annual contracts, including piece rate, lump sum, manpower, and transport agreements.
- Introduced costing methodologies to ascertain accurate "should-cost," incorporating time and motion studies and clean sheet analyses.
- Analyses cost components such as depreciation, interest, maintenance, spares, personnel, and operational expenditures to establish internal cost benchmarks.
- Prepares personnel costing sheets for project budgeting and resource allocation.
- Supervises IT materials and services acquisition.
- Manages various administrative functions including security, transportation, housekeeping, administrative staff, hardware maintenance, and inventory record keeping.
- Organizes and controls inventory of educational supplies, tools, and kits.
- Assists the school in coordinating cultural programs, sports, and games.
- Initiated and implemented safety protocols within school premises.
- Handles contracts for housekeeping, transport, and security services.
- Ensures adherence to school policies, principles, laws, and regulations.
- Manages budgets, logistics, and coordination of events or meetings.
- Responsible for scheduling, record-keeping, and generating reports.
- Provides counselling to students when necessary and resolves conflicts and other issues.
- Facilitates communication with parents, regulatory bodies, and the public.
- Implements initiatives to enhance the school and the quality of education (e.g., building refurbishments, new student guidelines, new subjects).
- Contributes to shaping and upholding the school's vision.

School Administrator | STEM Podar Learn School (C.B.S.E) | Bramhapuri, Maharashtra | April 2021 - September 2023

School Administrator | Gyanjyoti Podar Learn School (C.B.S.E) | Kinwat, Nanded, Maharashtra | August 2019 - March 2021

Computer Teacher & I.T Admin | Manikgarh Cement English School | Gadchandur, Maharashtra | June 2017 - July 2019
Computer Teacher & I.T Admin | Bajaj Vidya Bhavan | Chandrapur, Maharashtra | May 2016 May 2017
B.Sc Computer Science Lecturer | M.G College | Armori, Maharashtra | July 2015 - March 2016

Educational Background

Bachelor of Engineering - Information Technology | Sipna COET, Amravati, Maharashtra | September 2011 - June 2014
Diploma | Shri Sai Polytechnic, Chandrapur, Maharashtra. | August 2008 - June 2011
Higher Secondary Education | Shivaji Science College, Gadchiroli, Maharashtra. | July 2006 June 2008
Secondary School | St. Francis English Medium School, Nagepalli, Maharashtra. | July 2005- June 2006

Proficiencies

- **Procurement:** Vendor Relations, Negotiation Tactics, Purchase Order Management, Contract Administration (Term & Annual Agreements), Cost Analysis, Should Costing, Materials Supervision, Expediting, Tender Sourcing.
- **Financial Administration:** Budgeting, Forecasting, Fiscal Analysis, Financial Reporting, Accounts Payable/Receivable, General Ledger Management, Internal Controls, Auditing.
- **Administrative Operations:** Policy Formulation, Procedure Implementation, Process Improvement, Records Keeping, Contract Oversight, Facilities Coordination.
- **Student Accounts:** Payment Handling, Collections, Student Financial Services.
- **Software Competency:** ERP systems, NAV Systems, Microsoft Excel, Microsoft Office Suite.
- **Leadership & Interpersonal Acumen:** Team Leadership, Supervision, Written and Verbal Communication, Presentation Abilities, Problem Resolution, Decision-Making, Negotiation, Conflict Management, Client Support, Collaboration.
- **Additional Competencies:** Data Analysis, Report Composition, Project Oversight, Strategic Planning.

Declaration

I hereby affirm that the information and facts provided above are accurate, true, and complete to the best of my understanding and belief.

Date:

Place:

(Sumit Swapan Chakraborty)