PINAKI MOHAN SUTRADHAR

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Seeking challenging assignments in the domain of Purchase/Contracts/Materials/Supply Chain/Logistics with an organization of repute.

APERCU

- An erudite professional with over 15 years of experience in the field of Purchase, Contracts, Logistics, Supply Chain Management, Material Management, Inventory Control, Vendor Management, Stores, Banking and Admin Warehousing, Scrap Selling.
- Completed **PGDM in Transportation & Logistics** from **IISWBM.**
- Completed **PGD** in **Materials Management** from **IIMM**.
- Looking after Purchase, Contracts, Stores & Scrap sale of HCL two units (Gujarat Copper Project & Taloja Copper Project) with expertise in GeM & CPPP environment.
- A strategic planner with expertise in implementing cost saving measures to achieve reduction in terms of logistics cost.
- An optimist with the ability to handle multiple priorities.
- Keen learner with constant zest to acquire new skills.
- Excellent communication skills and organizational ability.
- Excellent team player with strong analytical & interpersonal skills as well as ability to work effectively in fast paced environment.
- An effective communicator with the ability to relate to people at any level of business and management.

WORK EXPERIENCE

HINDUSTAN COPPER LIMITED,

BHARUCH, GUJARAT

Designation- Asst Manager (Materials & Contracts)-Dec'2017 to Dec'2020

Deputy Manager-Dec'2020 to Dec'2023

Manager- Dec'2023 to till date

CTC- 21 LPA + Full Medical Facilities (OPD+IPD)+ Gratuity

Notice Period 3 Months

Responsibilities-

Procurement of Spare Parts / Replacements, Quality Control of purchasing and ordering such parts, processes involved in ordering, Shipping, Warehousing & Inventory Control.

Preparation of tender document for procurement of both Material & Contracts. Get the tenders vetted with user dept, HR, & Finance. Prepare the commercial terms including PQC, EMD, SD, PBG clauses as per regulations in the tender document.

Floating tenders in designated sites. Opening of tenders, evaluate the bids, preparation of Techno-Commercial CST & Price CST.

Generation of Purchase Order in ERP. Vendor development, vendor management and co-ordination for faster delivery of material.

Adhering Govt. norms for purchase through **Government E-Marketing (GeM)** & **Central Public Procurement Portal (CPPP).**

Receiving of goods at Central Stores according to purchase order. Ensure the receipt quantity, amount with tax and get the same technically accepted with the relevant department. Preparation of Receiving Voucher in ERP and send the same to Finance Dept. for further Process.

Initiate and finalise the return of the rejected material by the user department at shortest possible time.

Keep the material in the designated place and update the same in the system.

Issuing of material from central stores according to the requirement of concerned department and ensure receiving of move order from them against the material issued.

Maintenance of the Returnable Gatepass registers in both hard and soft copy. Reconciliation of RGP.

Preparation of different MIS reports regarding received issue and dispatch of materials from the plant.

Perform the local purchase whenever exigency comes.

Identification of scrap material, locate and quantify it through committee. Determine the reserve price of the items. Process auctioning for scrap selling with collaboration with MSTC. DO preparation, monitor physical loading as per prescribed rules and regulations. Dispatch material according to DO and report preparation.

Locate and identify obsolete, non-usable item along with user department to minimize the overall stock value at stores. After identification process it as per approval of higher authority.

Liasioning with Customs, CHA, Surveyor, Terminal and Transporter for faster delivery of imported Copper Anode through Hazira Port, Surat. Unloading of the material at plant site and prepare final report on quantity, specifications and lab test with transporter and surveyor for final payment.

Export of copper reverts through Hazira Port. Liasioning with Customs, CHA, Surveyor, Liner and Transporter for placement of vehicle, loading, generating invoice and other documents like e-invoice, e-waybill, VGM etc, dispatch of material etc.

Dispatch of finished goods i.e. Copper Cathode to other various Units or parties. Arrangement of vehicles with consultation of transporters. Loading of vehicles as per norms. Invoice & E-waybill generation. Ensuring timely delivery of the material.

Conducting Stores & Spares Audit Annually. Also physical inspection of Raw Materials, Work-In-Progress & Finished Goods by Chartered Engineer.

UNITED BANK OF INDIA (Now PUNJAB NATIONAL BANK)

COOCHBEHAR, WEST BENGAL

Designation- Assistant Manager

Oct'2013-Dec'2017

Responsibilities-

Appraisal of the received loan proposals. Visit the site/ residence/property/ employment for verification. Processing of documents. Coordinating among customers, valuers and lawyers for speedy and accurate report preparation.

Effective NPA management by acquiring money from the loan defaulters. Initiating to take legal actions when and where required.

Responsible for assisting Sr. Manager in efficient management of administrative services of the Bank, such as day to day management facilities, mailing process, courier services, branch operation support and compliance, security & safety related to functions. Accountable for adherence to bank policies.

When required cash handling, passbook printing, ac opening, modification/updation in customer profile.

Handling of customers, guide them about the banking facilities & products available to them like issuing cheque books, ATM cards, DD etc.

Purchase of fixed asset is done in consultation with Regional Office and through proper channel as prescribed by the bank.

Stationary and Tea point items are checked from time to time, and indent as and when required.

Monthly reports like Service Tax, compliance, VIP reference, HRM and Fringe Benefit Tax are compiled and sent to concerned group in HO on monthly basis.

Bank's events-Organize banks events like seminar, workshop etc. Inward and outward numbers are maintained for all documents.

Liaisoning with different parties for Bank's accommodations and renewal of lease etc.

ITC LTD (TM & D Division-ITD)

KOLKATA

Designation- Logistics Executive

Feb'2012-Oct'2013

Responsibilities-

Managed the largest and highest throughput hub of ITC Ltd. Maintenance of inventory of Cigarette, food products, Personal Care Products, Matches, Agarbatti, POP material in SKU level as well as batch level. Preparing distribution planning of sales (more than 1300 SKUs) for Kolkata, Rest of Bengal. Stock Transfer planning from Kolkata to Guwahati, Jamshedpur, Cuttack, Sambalpur, and Patna which helps the organization to sale the material on time, in full, in sound condition and in a cost effective manner.

Distribution-

- Responsible for sales planning for Kolkata & rest of Bengal.
- Stock Transfer Planning from Kolkata to other warehouses.
- Ensuring smooth operations of inbound and outbound stock transfer process.

- Tracking the in-transit stocks- inbound and outbound.
- Ensuring OTIF operations for sales & stock transfer.
- Daily co-ordination with the District Sales Team/HO analytics team.
- Serving the Key Accounts customers in terms of sales (Kolkata) with 100% on time accuracy.
- Handling on an average of110MT per day of sales and of stock transfer.

Transportation-

- Vehicle planning / Placement from central hub to WDs and other warehouses for sales and inventory replenishment.
- Ensuring co-ordination with transporters for on time placement of vehicles against the indent for stock transfer process and sales to meet the entire volume per day.
- Monitoring & tracking the performance of transportation vendors.
- Building efficiency in the existing routes.
- Assisting business needs by ensuring that transportation costs are within the budget and driving efficiency to meet the year-end target.
- Ensuring optimum utilization of vehicles (Volume and Kg) in order to minimize per kg freight.

Inventory Management-

- Inventory control over 1300 SKU in both SKU and Batch wise stocks of average 2500 MT volume.
- Handling of POP and Merchandising Materials.
- Dealing with damage materials-damage in transit/damage in warehouse/expired in warehouse/REPK (System vs Physical).
- Review the stock levels daily and identify constraints.
- Ensuring FMFO in sales and stock transfer.
- Monthly analysis of the aging of stock in order to maintain the freshness of the same and exercise control over D&D.
- Ensure delivery on service levels and keep the sales team informed on operational issues.

Operations-

- Ensuring smooth operations done by WSP staffs(Warehouse Service Providers, team of 45)
- Manage the 3PL across within the set budget and driving responsiveness and efficiency in the same.
- Preparations of various MIS reports i.e. SIT Report, Freight Report, FDOS analysis, Vehicle mix analysis, IRA Report, TAT & TIT Report.
- Dealing with the Customer Complaints and on time rectification of the same.
- Working under SAP S&D module on regular basis.
- Ensuring compliance to security & safety of material & people for all warehouse and logistics activities

ELECTROSTEELS STEELS LTD,
BOKARO/HALDIA

Designation- Officer Logistics

Nov'2009-Jan'2012

Responsibilities-

***At Port Site**:*

- **During Discharge of Vessel**:
  - → Constant monitoring of the cargo which are discharged from the vessel.
  - → Guide the surveyors at wharf by delivering different information such as weight, dimension, plant no. related to cargo, which doesn't contain the same.
  - → If there is any damage cargo, inform the surveyors about the type and appropriate terms to describe the damage cargo, and make them to note about it in the survey report.
  - → Contact the handling agent and the transporter for faster movement of vehicles between the berth areas to the plot, which ensures faster discharge of cargo.
  - → Note down the package no., which are discharged from the vessel and prepare a report of the cargo which are in the packing list, which are not in the packing list and not founds, both shift wise and date wise.
  - → Issuing necessary measures to segregate the priority materials from the other cargo in the plot.
  - → Ensuring the availability of enough unloading equipments at plot for faster unloading & taking the required action for correction.
  - → Informing the surveyor in case of damage caused and helping him to get the information related to the cargo for damage report preparation.

- **During Dispatch of material**:
  - → Communicating with the transporter for the schedule of loading.
  - → Looking after the availability of loading equipments in the plot. If not available, contact the transporter and if necessary the handling agent.
  - → Conducting loading of materials according to the priority from the Bokaro plant.
  - → Providing various information required by the surveyors at different point of time for accurate preparation of tally sheet.
  - → Follow up the measuring the dimension of over dimensional cargo at port side and the warehouse as required time to time.
  - → Maintaining record of vehicles which are taken delivery from the port by the CNF agent
  - → Convey daily report of loading and delivery to the concerned personnel.
  - → Taking necessary steps of bundling of the dismantled packages during handling.

- **Other Responsibilities**-
  - → Liaisoning with Port Authorities & Handling administrative operations at the port for better & faster handling of cargo.
  - → Preparation of MIS report regarding discharge of materials from the vessel.
  - → Preparation of MIS report regarding dispatch of materials from Haldia to Bokaro plant site.
  - → Destuffing of containers at different warehouses at Haldia.
  - → Sharing information and guiding the engineers to locate their required materials at port/warehouse.
  - → Controlling the vendors, sustaining the existing network and managing the supply chain; ensuring timely dispatch of the goods.

At Plant Site:

- → To look after movements of Project Equipment Trailers from Haldia /Paradip / Vishakhapatnam to site.
- → Co-ordinate with the collogues in different Ports through e-mails and over phone for the smooth movement of the Trailers.
- → Contact the Transporters and drivers to get the idea about their position, obstacles and expected time of arrival for pre-planning the inwarding movement.
- → Route planning according to the dimensions of the cargo.
- → Unloading of project materials and other inwarding materials, like boulders, TMT bars, sand etc.
- → Regular reporting to the higher authority about daily proceedings in details.

Key Highlights:

- A member of the team which efficiently handled 19 vessels in 18 months.
- Initiated new points that made an over-dimensional cargo reach Bokaro within the given dimension of passing a certain point on the road & developed a new method to fill the gap between the CNF Agent and the company related to the delivery of materials at the Bokaro Plant.
- Developed discharge report formats of vessels that are unloaded from the vessel & eased the way of ticking of imported cargo in printed – packaging list using the mobile phone in excel format.
- Handled **major vendors** such as Ultimo Logistics, Crown and NTTC as transporter for transportation of project materials to Bokaro. Emee Logistics and *Lee & Muirhead* Pvt Ltd. as clearing and forwarding agent for customs clearance from port. *T. P. Roy Chowdhury* & Co. as handling agent in Haldia port.
- Made the process of transportation faster & smoother through constant monitoring of all the activities.

INDUSTRIAL TRAININGS

Organization	: Verka Milk Plant, Ludhiana
Duration	: Jan'2005 - June'2005
Role	: Learnt the supply chain & managed daily operations.
	Performed troubleshooting & worked with people at all levels.

ACADEMIC PROJECTS

Title : Studies on the Quality of Dairy Product Marketed at Suburb

Role : Detection of adulterants in milk products by interacting with milk farmers, vendors & sweet shop owners; and conducting different physical, chemical and microbial tests of milk products from different areas.

INTERNSHIPS

Title	**:**	**A Study on City Distribution of Food Bazaar, Kolkata**
Organization	:	Future Logistics Solutions Ltd, Kolkata
Duration	:	April'2009-June'2009
Purpose	:	To come out with appropriate solutions to eliminate barriers that hinders effective &efficient city distribution.
Key Highlights	:	Provided the company with the solution to save Rs. 1695000 (approx.) in 8 years by purchasing their own vehicles against dedicated vehicles for city distribution.
Title	**:**	**An Overall View of Cargo Operations of Erstwhile Indian Airlines in Mumbai**
Organization	:	Air India, Mumbai
Duration	:	June'2008-July'2008
Purpose	:	Study various types of cargo operations, interpretation of data collection-analysis, advantages &drawbacks of the current system; suggest corrective measures to overcome the drawbacks.

ACCOLADES

- Awarded with Certificate of Merit for Ballet at school level.
- Prized 1st in Symposium at Alipurduar Nature Club, 1999.
- Earned 1st& 2nd positions in Quiz Competitions at Alipurduar Nature Club, 1998 & 1999 respectively.
- Outstanding performer in 3 consecutive years in United Bank of India.
- Member of the UBI Ghughumari Branch which secured 2nd position in Aadhar Seeding & Credit Delivery and third position in OTS scheme for the year 2016-17.

BEYOND CURRICULUM

- "Sangeet Bivakar" in Tabla from Bangiya Sangeet Parisad.
- Involved as an Assistant Cashier at the "8th Re- Union" at F/O-Dairy Technology, 2004.
- Facilitated to generate fund for Help Age India.
- Convener of 3 Tours & Training Programs at Darjeeling, South India &North India during B.Tech.
- Took part in "Public Awareness in Drug Use" Workshop.
- Represented GCP unit in HCL inter-unit Badminton Championship at Ghatshila.

ACADEMIC CREDENTIALS

PGD (Materials Management) – Indian Institute of Material Management		
2021	IIMM	68.85%
PGDM (Transportation & Logistics) – Indian Institute of Social Welfare & Business Management		
2009	IISWBM	OGPA=7.03
M.Sc. (Dairy Chemistry) – West Bengal University of Animal & Fishery Sciences		
2007	F/O-Dairy Technology	OGPA=8.05
B. Tech (Dairy Technology) – West Bengal University of Animal & Fishery Sciences		
2005	F/O-Dairy Technology	66.36%
XII- West Bengal Council of Higher Secondary Education		
2000	Railway Higher Secondary School for Boys'	76.00%
X- West Bengal Board of Secondary Education		
1998	Railway Higher Secondary School for Boys'	79.50%

PERSONAL DOSSIER

Date of Birth	**:**	28th December, 1981
Address	**:**	P.O. +Vill- Bholardabri, Lichutala, Jalpaiguri-736123, West Bengal.
Languages	**:**	Bengali, English & Hindi