

ANJAN SARKAR



E-mail : anjansarkar087@gmail.com
anjansarkar087@outlook.com

Phone : (+91) 8972441955 ; 9800237424

Address: 25, Bholanath Rudra Road, Sitalatala, P.O-Ranaghat, P.s-Ranaghat, Dist-Nadia, Pin-741201,
State-West Bengal

Profile Summary:

Responsibilities include organizing and monitoring storage and distribution of goods. The goal is to manage the entire order cycle so as to enhance business development and ensure sustainability and customer satisfaction. Dedicated & driven purchasing, professional with 6+ years of experience in competition equipment, material and vendor negotiation energetic team player with track record in supply material, Tmt Bar, Billet, cost and completion on time and within Budget.

Current Job Profile:

Shakambhari Ispat & Power Ltd.

07-March'2022 to Present

SAP SD & MM Module; Also Looking the several part of Logistics.

Worked in Elegant Steel Ltd as under **SHAKAMBHARI GROUP** (Mother Group) Dated-
07.03.2022 in Kolkata H.O.

Roles & Responsibilities:

- Defining and developing efficient sourcing processes that support our strategies
- Reducing transactional workload and cycle time through innovative solutions and systems.
- Identifying such as supplier managed inventory, second sourcing, and reverse auctions working with suppliers, Transporter.
- Process Purchase Orders.
- Knowledge of the procurement process and supply chain management is essential. Good customer focus and team negotiation skills are needed.
- Managed the contracts of the workers including the back-end manufacturers.
- Estimated the monthly Despatch reviewed all procedures and tested the same to ensure the quality
- Managed the logistics,
- Developed solutions to address the problems in distribution and transportation of products.
- Prepared the list of materials to be purchased.
- Gathered the team members in a regular basis for monthly updates.
- Stock Update in regular basic.
- Facilitate the implementation and support of SAP SD.
- Facilitate workshops to collect business requirements.
- Map client business requirements, processes and objectives; develops necessary product modifications to satisfy clients' needs.

- Identify gaps, issues and work around solutions.
- Handle changes or emergency transports as needed for high priority issues;
- Document functional designs, test cases and results.
- Proactively identify and propose business process and/or system enhancements
- Work self-directed and independently; may act as subject matter mentor to more junior members.
- Maintain all Customer & Vendor Master file in Shakambari group under Bravo Sponge Iron Private Limited; Eloquent Steel Private Limited; and SPS Steels Rolling Mills Limited (formally known Elegant Steel)
- Knowledge in SAP **MM** & **SD** Module.
- Proficiency in MS Excel. Knowledge in Office suit.
- Knowledge in Vlookup, Pivot table, Sub total,
- How to open Vendor through SAP using SAP T-code: **BP**
- Knowledge in how to upload bank details in vendor through **BP**.
- How to open Consignee/ Customer through SAP using T-code: **BP**
- Maintain Business Partner & also maintain Customer & Vendor Ledge Line item with using T-Code: (**FBL5N**) & (**FBL1N**)
- Knowledge in Delivery, Invoice Process & Shipment Using T-Code: **VL01N/VF01/VT01N**.
- Create Shipment Cost Through SAP using T-Code: **VL01/VL02/ VL03**
- Knowledge in Sales order print (**ZSD106**), Vendor details Report (**YFI001**), Customer details report (**YSD105**),
- Knowledge in Condition Create/Change/Display with T-Code: **VK11 / VK12/ VK13**
- Knowledge in How to open SO Register And Related all SO with T Code: **YSD102, ZSD102, ZSD103, ZSD104, ZSD105**
- Knowledge in Creation/Edit/Display **Quotation** through Using T-Code: **VA21/VA22/VA23**
- Knowledge in Creation/Edit/Display **Contract** through Using T-Code: **VA41/VA42/VA43**
- Knowledge in Creation/Edit/Display **SO (Sales order) Using T-Code: VA01/VA02/VA03**
- Knowledge in Creation Delivery (PGI-Post Goods Issue) through Using T-Code:**VL01/VL02/VL03**
- Knowledge in Invoice Processing/Edit/Display through Using T-Code: **VF01/VF02/VF03**
- Knowledge in How to Create in E-Invoice & E-Waybill.
- Knowledge in Master Material creation/Extend Using T-Code: **MM01/MM02/MM03**
- Knowledge in Goods Movement in **MIGO**
- Creation Knowledge in PO Using T-code: **ME21N / ME22N/ ME23N / ME29N**, Material Doc list (**MB51**), Stock in Transit CC (**MB5T**),
- Knowledge in How to understand the Stock Overview (**MMBE**), and Also Know the Stock for Posting date (**MB5B**).
- Maintain Vendor Line up & Customer Ledger.
- Create in Party SO & STO (Stock Transfer Order)
- SO editing through SAP
- Know how to view invoice SAP T-Code: **ZSD101**
- Knowledge in **FOR** Shipment in- **VT01N**

Work experience:

Shyam Steel Industries Ltd.

April'2018 to 05.03.2022

Assistant Manager,

Highly stimulated & enthralled individual with 6+ years of experience working in production house (Logistics) environment. Hands of experience in managing & tracking shipment. Highly skilled in developing business relationships with vendors & customers. and demonstrated ability to understand customer needs able to direct the allocation of material suppliers & finished products. Responsible for all on site aspects of the logistics, & customer delivery operations. In charge of making sure that each stage of the distribution process is progressing on time, on budget and to the right quality standards.

Key Skills & Responsibilities:

- ❖ Supply Chain Operation in Logistics and Despatch.
- ❖ Define the assignment of organization element in Enterprise Structure like Company, Company code, Plant, Storage location and Purchase organization.
- ❖ Configuration of define valuation class, valuation type, account grouping for the Movement type, Define Condition type.
- ❖ Good knowledge in Transactional Data in SD Module.
- ❖ Experience in Good Receipts, Good Issue, Movement Types, Transfer posting and Special Stocks.
- ❖ Process Order creation, Release & Confirmation Process in SAP.
- ❖ Process Order Reconciliation.
- ❖ Material Invoice & Delivery Challan preparation through SAP.
- ❖ Creation of Purchase Requisitions.
- ❖ Releasing Purchase orders (ME29N)
- ❖ Daily Product Report entry,
- ❖ Creation the order Contract through SAP.
- ❖ Coordinating with the consultants and project manager for requirement gathering.

- ❖ Testing the billing Process.
- ❖ Team Leadership- Employ proactive management and strong leadership techniques to generate accomplishment driven workplace environment, resulting in employee loyalty.
- ❖ Computer Literate: Strong command of various software applications – especially Microsoft Office (Word, Excel, PowerPoint), SAP, Internet browsing, email etc.
- ❖ Direct and Control the functions of 25 executives based at another plant offices at Durgapur.

Duties:

Working with multiple customers at the same time. Conducting disciplinary, capability and grievance investigations and taking appropriate action to address any failings.

- ❖ Responding to all customer complaints or queries in an efficient manner.
- ❖ Conducting crime and loss investigations into missing stock and loads.
- ❖ Ensuring the efficient running of administration and office procedures.
- ❖ Actively managing sub-contractors to ensure that they perform in line with their contractual agreements.
- ❖ Supervising the completion of all checks and documentation required by law.
- ❖ Monitoring and tracking the flow of goods into the warehouse.
- ❖ Controlling the order cycle.

May'2016 to Present
Sr. Executive Logistics:

Managing a team of 35-40 people (OPS & others Exe) for QC & placing all type of vehicle for orders fulfilment for PAN India, like loading, unloading, dispatch, deliveries etc. Coordinating with different departments like Sales, Purchase, Underwriting & Fulfilment teams for smooth operations. Managing the orders for PAN India, collecting photos of materials, creating orders, dispatches, shipments, invoices, loading, dispatch, deliveries, assisting in daily receiving report, dispatching report, short supplies & discrepancy report. Collecting all the required documents & verifying the same, matching the supplier Tax invoices & the buyer POs, editing in terms of price, weight, model, dimensions & creating the **E waybill** form for different states (**now its generated through Online NIC Portal- 1 Nation Tax Market**) & Creating the D.A, and P.O with various T-code.

Was responsible for effectively and proactively managing the distribution centre, to ensure that accurate and prompt deliveries were made to both internal and external customers.

Duties:

- Monitored the performance of the warehouse staff.
 - Ensured that all drivers work to established driving time directives.
 - Handled all incoming and outgoing material correspondence
 - Was in charge of the loading of stock into vans.
 - Made sure that all customer orders are correctly taken.
 - Resolved all customer invoice queries.
 - Changed staff around and managing resources based upon changing needs.
 - Received goods deliveries and arranged for them to be logged and then stored for distribution later on.
- Managing a team of 20-25 people (OPS & others exe) for QC & placing all type of vehicle for orders Fulfilment for PAN India, like loading, unloading, dispatch, deliveries etc. Coordinating with different departments like Sales, Purchase, Underwriting & Fulfilment teams for smooth operations. Managing the orders for PAN India, collecting photos of materials, creating orders, dispatches, shipments, invoices, loading, dispatch, deliveries, assisting in daily receiving report, dispatching report, short supplies & discrepancy report. Collecting all the required documents & verifying the same, matching the supplier Tax invoices & the buyer POs, editing in terms of price, weight, model, dimensions & creating the E waybill form for different states & Creating the D.A, and P.O with various T-code.

Indusind Bank Ltd..

April'2014 to Feb'2015

Acquisition Manager,

Daily Cold Calling in Various categories office. Searching for valuable customer who can use bank Credit card. And Also searching customer for personal loan.

Also maintain DSR Record.

Visit the all categories listed office.

Opening the C-Cards for individual perpos.

Also pitching about Indus-bank loan.

Axis Bank Ltd.

June'2012 to March'2014

To open **current A/C & savings A/C.** & Other **Banking Product**, Strategy makes for business growths (Make new Markets & Make new Customers) Makes the **Daily sales report (DSR)** Communicate with existing customer new customer/ Mapping Customer. Every month I always successfully achieve my targets Successfully. I create approx 600 new customer for business growths within my Job periods.

** Certificate of appreciation in **AXIS BANK-RANAGHAT BRANCH** for outstanding performance in
“**EMERGING STARS CLUB**” for **BDEs** in financial year.

** Certificate of appreciation in **AXIS BANK-RANAGHAT BRANCH** for outstanding performance in
“**RETURN OF BENGAL TIGERS**” for **BDEs** in financial year

Education:

PGDM (Marketing & Retail).

2010 to 2012

** Completed **MBA** from **INTERNATIONAL BUSINESS SCHOOL OF MANAGEMENT** under **MANONMANIAM SUNDARNAR UNIVERSITY.**

** Completed **PGPPE** from **INTERNATIONAL BUSINESS SCHOOL OF MANAGEMENT** Under
MANONMANIAM SUNDARNAR UNIVERSITY.

B.COM (Accountancy Hons.)

** **B.Com** from **Ranaghat College** under **KALYANI UNIVERSITY** in the year 2010 in **ACCOUNTANCY (Hons.)** With 2nd class.

12th.

** **12th** from **Ranaghat Pal Chowdhury Higher Secondary School** under **W.B.C.H.S.E.** in year 2006 with 2nd class.

10th.

** **10th** from **Ranaghat Bharati High School** under **W.B.B.S.E.** in year 2004 with 2nd class.

Summer Internship:

Worked in **Amiya Commerce And Construction Company Pvt. Ltd. as Management Trainee** In a Real Estate Marketing from August 2011 to October 2011. The work profile was in marketing Survey and Convinced to the Customer.

IT Skills:

Operating system: Windows

Package: MS Office (word, Excel and Power Point), Knowledge in Pivot Table, V-Lookup, and some other Functional Formula. And Proficient in working with Internet.

Server: SAP Module SD/MM S4 HANA

Personal Information:

Father's Name: Amal Kumar Sarkar
Date of Birth: 18th Oct 1987
Marital Status: Married
Nationality: Indian
Language: English, Hindi, Bengali (Mother language)

I, Anjan Sarkar , hereby declare that, the information furnished above is true to the best of my knowledge.

Date:

Place:

Signature

(AnjanSarkar)