

# RESUME

## **DEBTANU DUTTA**

26/Brojo Nath Lahiri Lane,  
P.O. - Santragachi  
Land Mark – Baksara Stop,  
Howrah - 711104.

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### **Career Objectives:**

To take up any short of challenging job commensurate with my ability and knowledge to perform it successfully. I would be more than eager to solder responsibilities, which would broaden my knowledge and scope for future development. I am able to work on own initiative or as a part of a team and can deal with administrative duties competently.

### **Personal Details:**

<b>Date of birth:</b>	12 <sup>th</sup> July 1988	<b>Father's Name:</b>	Hari Sadhan Dutta
<b>Sex:</b>	Male	<b>Marital Status:</b>	Married
<b>Nationality:</b>	Indian	<b>Height:</b>	5' 7"

### **Educational Qualifications:**

❖ **B.Com.** in 2010 under Calcutta University.

### **Technical Qualifications:**

- Diploma on **Financial Accounting System(D.F.A.S.)** from **Youth Computer Training Centre.**
- Excellent knowledge in DOS, Windows 95/98/**XP,Windows7, Windows8,Windows10, MS-Office**(MS word, MS Excel, MS Power Point, Notepad, Visual FoxPro.

Inventory, **Tally ERP 9, ERP Packages (Enterprise Resource Planning), Inventory, IC\_Soft ERP, #Technology ERP, Data Note ERP, EX-NGN** (Accounting Packages)& Internet etc.

- Having knowledge of Software &Hardware (Formatting of XP, Office, and Win7, Driver, Tally and other Software installations, Computer repairing, Photos, Video making, Video convert, Zip/Unzip, Files convert etc).

### **Previous Experience:**

- 1) A **Office executive (Purchase)** in Accounts department on **2 Years 5 Months** (25/06/2010–30/11/2012) in **Secure Print Solution Pvt. Ltd.** (ISO 9001-2008, 14001:2008, 27001:2005, certified the largest production house of prepaid mobile scratch card and Printing Product in Asia) in Howrah at Dhulagarh.
- 2) The Post of **Store In charge cum Sr. Purchase Executive** on **5 Years 2 Months** (01/12/2012–21/02/2018) in **Indo East Corporation Pvt. Ltd.** (ISO 9001-2008certified) manufacturing and installation of Telecom Towers, Railways Structure, Flyover Girders, Hot Dip Galvanizing Products in Howrah at Jalan Complex.

- 3) The Post of **Sr. Purchase Executive** in Purchase Department on **1 years 11 Months** (22/02/2018–12/01/2020) in **Kiswok Industries Pvt. Ltd.** (ISO 9001-2008, OHSAS 18001:2007, ISO 14001:2004, ISO/TS 16949:2009, IS 9523:2000 certified, manufacturing has in the last 50 years established itself as one of the leading manufacturers of Ductile and Cast Iron products in India) in Howrah at Jalan complex.
- 4) The Post of **Sr. Purchase Executive** on **10 Months** (13/01/2020–16/11/2020) as a **Sr. Purchase Executive** in **Lal Baba Seamless Tubes Pvt. Ltd.** (ISO 9001, ISO 14001 & TS 16949 certified, along with approvals from IBR, BIS, Indian Railways, BHEL, L&T, EIL, Mecon, IOC, Mangalore Refinery Ltd., Madras Fertilizers certified) manufacturing of Cold Drawn Carbon Steel Seamless Tubes with an installed output capacity of 36000 Metric Tons per annum in Kolkata.
- 5) Present working as a **Purchase Manager** from **17 November 2020** in **Everest Aluminium Pvt. Ltd.** as a manufacturer of deep drawing and anodizing quality Aluminium Circles situated near Kolkata in the eastern state of West Bengal having an annual capacity of 6600 Metric Tons.

#### **Job Involvement:**

- Research potential vendors & **Vendor Development.**
  - Compare and evaluate offers from suppliers (CS).
  - Negotiate contract terms of agreement and pricing.
  - Track orders and ensure timely delivery.
  - Review quality of purchased products.
  - Maintain updated records of purchased products, delivery information and invoices and rejection analysis.
  - Prepare reports on purchases (PR), including cost analyses.
  - Monitor stock levels and place orders as needed.
  - Coordinate with warehouse staff to ensure proper storage.
  - Indent Checking, Item Specifications Analysis, Rejection Analysis, GRN Analysis, Purchase bill modification.
  - Debit note, Credit note, Vendor Ageing Analysis etc.
  - Work order, Service order, Sales order, Sale bill, Journal entries, Receipts, Payments and etc.
  - Cash handling, Expenses Sheet Making, File Folder maintaining.
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- Requisition, Issue, Receiving, Opening Stock, closing Stock, Materials Received, Materials Out, Challan, Status format, Report, Client Materials in, Materials certified details, Physical Stock maintains, All Statement of Raw materials, Local & Other all type Purchasing Control, Stock ledgers analyses & Store maintaining etc.
  - All type of Client material details, Job card, Production basis format, Store and Production details making, labour handling, Job details & any type of work details & job costing related entry etc.
  - Materials purchasing, Machine management, Inventory management, calibration & Test certificate documentation and have **Complete knowledge of Purchase**, Store and Billing Department.
  - Returnable materials stock maintaining, Machine Stock Maintaining, Weighbridge work, stamping (Consumer Affairs) and calibration of measurement instruments.
  - Scrap Materials controlled and materials consumption controlled related work.
  - Computer repairing or hardware maintenance and software (OS & Tally) installation.

**Other Details:**

<b>Salary Expected:</b>	Negotiable	<b>Present Salary:</b>	22 K in Hand	<b>Notice Period :</b>	15 Days or Negotiable
<b>Languages known:</b>	Bengali, English & Hindi.	<b>Hobbies:</b>	Internet browsing and music making.		

**Date:** -

**Place:** -Howrah.

**DEBTANU DUTTA  
SIGNATURE**