

PROSENJIT DEY

dey_prosenjit@rediffmail.com | Mobile: +91 9830121624 / +91 9748732132
Flat-2A, 2nd Floor, 37, Christopher Road, Kolkata – 700046, West Bengal, India

PROFESIONAL SUMMARY

Highly organised and meticulous middle management professional with 14 years of experience in corporate office. Adept at **Purchase-Supply Chain Management / Technical support function and Quality / Statutory compliance** in Marine & Heavy industry.

SKILLS

Behavioural

- Negotiation
- Communication
- Liaising
- People Management
- Strong analytical power
- Hard working
- Team Player
- Responsible
- Change acceptance

Professional

- Documentation
- Data management
- Certification
- Compliance handling
- MS-Office
- SAP (MM Module)
- Technical Management
- Stock Planning
- Supplier Management
- Procurement analysis

PRESENT WORK PROFILE

Oct 2019 – Current

Manager – Support Services

Jindal ITF Limited (Subsidiary of Jindal SAW Ltd, O.P. Jindal Group), Kolkata, West Bengal, India

- Procuring of Materials for Ship & Barges
- Following up with Technical team of the Shipyard for repairing plan & arrange workshop for the same in time to avoid operational loss.
- Work shop arrangements for repair work
- Vendor co-ordination & development
- Vendor negotiation
- Invoice handling & clearing
- Looking after the statutory compliances pertaining to Class & Inland water transport
- Checking of spares / stores receive/issue etc.in SAP system, to maintain minimum stock availability in stores as well as in the vessel's inventory
- Develop and maintain a systematic record keeping / record retrieval system pertaining to vessel management
- Checking of ISM implementation in the vessel by following up with the Technical Management Company
- Handling Logistic movements through agent at Port
- Liaising with Customs official & CHA for clearance issues

PAST WORK EXPERIENCES

Nov 2018 – Sept 2019

Manager – Purchase & Operation

Sushe Marine Services Pvt Ltd, Kolkata, West Bengal, India

- Looking after the entire procurement process for the stores / spares requirement for the machineries
- Work shop arrangements for repair work
- Vendor co-ordination & development
- Procurement negotiation
- Logistic arrangements
- Invoice handling & clearing
- Statutory compliances
- Streamlining & motivating quality programmes to alleviate overdue compliance activities
- Perform supplier risk evaluation and support regulatory auditors
- Reducing risk by ensuring safety compliance adherence
- Maintain & develop improved filing system for client & asset records and report to increase operational efficiencies

Nov 2014 – Oct 2018

Manager – Technical Operation

Jindal ITF Limited (Subsidiary of Jindal SAW Ltd, O.P. Jindal Group), Kolkata, West Bengal, India

➤ **TECHNICAL SUPPORT / PURCHASE PLANNING/ MAINTENANCE PROGRAMME**

- Day to day monitor of technical breakdowns with Tech managers for Vessel/ Barges
- Work shop arrangements for repair work
- Vendor co-ordination & development for procuring of spares / stores for vessel/barges in a collaboration with Purchase department
- Render complete support on techno- commercial aspect and following up with the Purchase dept. for procurement of correct spares for Vessel/Barge in time
- Following up with clearing & forwarding agent in Kolkata custom and local vendor for the shipments & make necessary arrangements to connect the same on board through Logistic dept. / agent or Barges
- Checking of spares suitability for Vessel / Barges, whichever comes to Stores / Office
- Following up with user for PMS (Planned Maintenance system) for all machinery / equipment based on maker's recommendation.
- Keep close track of operation budget & keep the same within limit by continuous negotiation with the respected vendors

➤ **ISM (International Safety Management System) / Compliance**

- Keep track & record of all statutory / trading certificates for the Vessel & Barges for timely renewal
- Checking of ISM implementation in the Vessel by following up with the Technical management company
- Develop and maintain a systematic record keeping / record retrieval system pertaining to vessel management
- Liaising with Class / Flag for vessel survey & certification for ISM / ISPS compliance as & when required
- Following up with Technical Managers for closure of NC/ COC / recommendation of Class
- Keep Vessel & office updated against all new regulations coming in force in near future

➤ **INVOICE HANDLING, REPORTS**

- Preparation of spares / stores requisition for Vessel in SAP system.(MM/PM module)
- Checking of spares / stores receive/issue etc.in SAP system, to maintain minimum stock availability in stores as well as in the vessel's inventory
- Checking & clearing of all Technical invoices (Vendors, Class & technical managers) pertaining to Vessel in SAP by making necessary Service entries
- Preparation of Barge operation MIS on daily basis & Clearing of invoices pertaining regulatory class.

May 2007 – Oct 2014

Assistant Manager – Technical

Apeejay Shipping Limited(Apeejay Surrendra Group), Kolkata, West Bengal, India

➤ **PLAN MAINTENANCE PROGRAMME / VIMS**

- Maintenance of PMS (running hrs of machineries) to update by liaising with vessel as per ISM compliance.
- Maintenance of indent status, sending the reverse export to update the inventory.
- Familiarization of the PMS system to all joining officers by giving proper training.
- Update the PMS (maintenance of m/c) in lieu of tech circulars and send a reverse export to vessel to incorporate planned job in the system.
- Incorporate the Incident report in VIMS system & update the company response part by assisting DPA.
- Processing of vessel's requisition.
- Render complete support to Purchase dept. for proper procurement of spares by checking drawing / plans etc.
- Prepare office requisition for urgent spares & help purchase dept. to procure the same in time

➤ **ISM(International Safety Management System) / Compliance**

- As per directive of DPA and GM (tech), establish a sound healthy communication system between ship and shore in respect of safety / pollution.
- Develop and maintain a systematic record keeping / record retrieval system pertaining to vessel management.
- Provide active support and assistance to maintain the vessel's all statutory regulations.
- Preparation of various Fleet circulars with the help of DPA
- Updation / amendments of ISM form to maintain ISM compliance.
- Updation / amendments of ISM manuals as per company policy and ISM regulations
- Keeping track of all ISM forms in soft format & shown to auditor at the time of DOC audit.
- Implementation and maintenance of data management system in office and on-board
- Used to send the survey status to all the vessel every month to keep the vessel up to date for PSC / FSI audit
- Communicate with Foreign/external agencies to provide vessel support system as per local regulations

➤ **NEW REGULATIONS& RECORDS**

- Prepare & implement of new regulations on vessel as per ISM compliance by assisting DP.
- Keep vessel & office updated against all new regulations coming in force in near future as per instruction of DP.
- Keeping track / updation of all Statutory & trading certificate of the vessel to minimise PSC / FSI deficiencies

➤ **WORK ORDER, INVOICE HANDLING, WORKSHOP ARRANGEMENTS**

- Work order preparation (occasional) for proper execution of the repair job in the vessel as & when required.
- Documentation of work order required for audit query
- Work shop arrangement (occasional, if required)
- Checking of invoices which are pertaining to quality dept.

Apr 2004 – Apr 2007

Engineer – Stores (in contract)

Ispat Industries Limited (M.L. Mittal Group company, presently knows as JSW Ispat), Dovi, Dist. – Raigad, Maharashtra, India

- Doing Technical and Plant Maintenance Audit
- Material Managements
- Inventory checking/control in stores
- Physical verification/Inspection of material in stores
- Preparing various MIS pertaining to management audit
- Material Reconciliation, Receive/Issue etc.in SAP

EDUCATION

- Passed Mechanical Engineering (DME) from West Bengal State Council of Engineering & Technical Education, Passed in the Year of 2003 with 1st Class (73%)
- Diploma in software technology from CMC limited (Govt. of India Enterprise) in the year 2000 with grade 'B' (>65%)

PERSONAL DETAILS

- Nationality : Indian
- Religion : Hinduism
- Marital Status : Married
- Date of birth : 10th February 1980
- Language Known : English, Hindi, Bengali
- Quality : Honesty, commitment and Sincerity, Self-confidence.
- Personal Interest : Old Music, Watching Movie, Football
- Present Salary : INR 10.78 Lakhs per annum
- Notice Period : 30 Days after confirmation

(Prosenjit Dey)

Date: 2/15/20 8:14:49 PM