

SUDIPTA BASAK

New Delhi
Ph.: 09899303550
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Respected Sir / Madam,

I am interested in working as a senior member – Procurement & Stores department for your organization. I am presently working as Sr. Manager - Procurement. I have nearly **20 years' experience** in this discipline. I enclose my resume as a first step for exploring the possibilities of employment with you.

I know the profession needs to be flexible, able to reach out to the expectation of the Management and get results under pressure. These are the qualities that my through experience I possess. My Master in Business Administration taught me both to put across a persuasive commercial approach and also to employ good communication skills in the professional environment.

As a member with your organization, I would be involved to bring a focus on quality and effectiveness of the Management objectives. Furthermore, I interact well with others, and I am experienced in team building with effective leadership quality and implementation.

I would appreciate your keeping this application confidential.

I would be most grateful if you could consider me for your organization.

Look forward to hearing from you.

Yours faithfully,

(SUDIPTA BASAK)

Encl.: CURRICULUM VITAE

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For Position in	Procurement & Stores
Present Location	Delhi
Location	No preference
Willing to Relocate	Yes
Industry	Engineering, Cement, construction, Power
Function	Procurement & Stores
Compensation	Negotiable

Resume Summary

Over **20 years** senior level Procurement & Stores and EPC experience in Engineering, Infrastructure, Power and Cement Industry with companies such as Jaiprakash Associates Limited and ZEE Telifilm Ltd. Directly responsible for procurement, Ware Housing & Logistics function in managing over Rs. 5.0 billion in services and materials.

Present Status Sr. Official – PROCUREMENT & STORES

EXPERIENCE

- Senior level Procurement & Stores experience in procurement programs, to accountable for Rs. 5 billion in cost of goods, capital equipment and services.
- Cost reduction initiatives and forecasting programs thereby savings for the company on an annualized basis.
- Implemented supplier partnership programs that provided competitive advantage while ensuring premium quality supply and a reduction of total system costs.
- Specialized in procuring materials, outsourcing, general and administrative areas, packaging, ingredients, commodities, indirect material and Capital equipment.
- **Maintaining inventory of raw & finished materials. Classification as per ABC & VED analysis. Follow FIFO norms. Minimum Economic Order Quantity (EOQ) & placing indents inviting quotation, preparing comparative analysis & vendor evolution report, etc.**

PROFESSIONAL EXPERIENCE

Avone Systems & Controls – July 16 to present
JAIPRAKASH ASSOCIATES LIMITED :
Senior Manager: March'2006 to July2016

- Accountable for leading companywide global sourcing initiatives for both manufactured and slandered bought out components, benefit and expertise for the company.
- Established business alignment in all company areas as a result of collaborative and value driven approach
- Developed manufacturing suppliers in line with latest technological innovation
- Implemented sourcing programs that significantly reduced costs and improved operational execution
- Restructured procurement by eliminating tactical work and hiring procurement category specialists
- Quickly aligned work to exceed business expectations and delivered significant savings annually.

- **Stock audit, reconciliation physical vs. book stock analysis. Method of replacement of dead stock, scrap, & suggesting methods for cost reduction.**

Specific Achievement:

- As Procurement & Stores In charge of the team, successfully commissioned State of the art fully automatic **Steel Foundry** of capacity **18000MTPA**.
- As Procurement & Stores In charge successfully commissioned approx. **35 nos. Stacker & Reclaimer ranging from 200TPH to 2000TPH** for captive Cement Plant as well as for Export.
- As Procurement & Stores Head, presently involved in Supply, for Erection and Commissioning of Four Sets **Bucket Wheel Stacker & Reclaimer** captive Super Critical Thermal Power Plant Sites.
- **Reorder level for reducing inventory carrying cost & optimum utilization of available resource. Maintain inventory management for raw, finished, work in progress & packing materials.**
- **Development strong supplier's relationship & continuous vendor development for qualities, cost effective and value added services. Logistics development with transportation analysis.**

Recognition by the Management:

- Joined as Asst. Manager in March'2006 and with continued consistent performance for outstanding business results, progressively promoted to Sr. Manager-Procurement & Stores.

ZEE Television Ltd:

Asst. Manager: Mar'1997 to Feb'2006

- Developed aligned suppliers to increase local production of supply and build infrastructure for emerging markets. Implemented five-year strategic demand and supplier capacity planning.

EDUCATION

- **Master of Business Administration (Material Management, 2 Years Fulltime) – IISWBM, Under Calcutta University, India**
- **Bachelor of Commerce (Honours, 3 Years Fulltime) – Calcutta University, INDIA**

BASIC INFORMATION

- Date of Birth – 24.05.1973
- Passport No. – A8330580
- Languages known - Bengali (Mother Tongue), English, Hindi
- Email id – sudiptabasak1973@yahoo.com