



SUDIP KUMAR DEY

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PROFESSIONAL OBJECTIVE

Seeking challenging assignments in a reputed organization which provides opportunities for professional growth and advancement and where I can utilize my knowledge and acquired skills towards becoming a valuable team member

PROFESSIONAL PROFILE

- A dynamic hand working with Smart (Specific, Measurable, Ambitious, Realistic, Time Specific) person having 12 years' experience in Planning & Inventory Analysis # Logistics & Supply Chain # SAP # OTC
- Current working with **Universal Corporation Ltd** as a Senior Executive – Planning & Inventory Analysis from May'23 to continue.
- Previously worked with **McNROE Consumer Products Pvt Ltd** as a Supply Chain & Claim Support officer in International Business from May'21 to May'23. (**2 Years**)
- Previously worked with **RSH Global Pvt Ltd (JOY cosmetics)** as a Regional sales co-ordination officer from Sept'19 to April'21. (**approx. 2 years**)
- Previously worked with **Wipro Consumer Care & Lighting** as an Account executive from July 2017 to Aug'19. (**approx. 2 years**)
- Previously worked with **M/s Bengal Logistics (C&F of Parle Product Pvt Ltd)** as a Depot Manager from Jun 2012 to Jun 2017. (**Approx. 5 years**)

PROFESSIONAL ACIEVEMENT

Best performer award Received from McNROE organization for exemplary performance for the month of August'2022

KEY SKILL

1. **Experience in Supply Chain Operations and Demand Planning:** Proficiency in managing the flow of goods, materials, and information throughout the supply chain, as well as forecasting and planning for customer demand.

2. **Experience in Material Planning Distribution:** Managing the distribution and transportation of materials to ensure timely delivery and efficient inventory management.
3. **Experience in Inventory Control:** Manage and optimize inventory levels to meet customer demands while minimizing costs and stock outs.
4. **Warehouse Operations:** Familiarity with warehouse processes, including receiving, storing, and shipping goods, as well as maintaining accurate inventory records.
5. **Logistics Management:** Coordinating and overseeing the movement of goods, including transportation, warehousing, and distribution, to ensure smooth operations and customer satisfaction.
6. **Good time-management:** Prioritize tasks, meet deadlines, and efficiently allocate resources.
7. **Experience in SAP:** Proficiency in using SAP software, commonly used in supply chain management and inventory control.

COMPUTER PROFICIENCY

➤ SAP Sales & distribution (SD)/Material Management (MM) /Finance & Controlling (FICO)

- Company Code, Customer, Vendor, Ledger, Cash Journal, Special G/L, Payment Term and Withhold tax Configuration.
- Stock Entry, Invoicing, Cheque/Draft and RTGS/NEFT Entry, Generating Sales Report, Stock Report, General ledger Posting, Customer and Vendor Clearing with Payments, Partial Payment, Batch Change, and Storage Location Change.
- Stock Transfer, Sales Return, Reverse Entry, MIGO, Credit Note

➤ **Microsoft Office**

Good command on Excel, Word, PowerPoint and Outlook

CORPORATE EXPERIENCE

Company: Universal Corporation Limited

Company profile: One of the best Manufacturing & distribution Company in India. The mother brand is "Lavlap". Apart from that company distributed to major iconic brands like Pampers, Olay, Gillette Fusion, Duracell, Wella & Philips Avent to the Indian market.

Designation: Senior Executive- Inventory planning & Analysis

Job duration: May 2023 to Present

Responsibility:-

1. Supply Chain Planning:

* collaborate closely with procurement, sourcing, and manufacturing teams to ensure supply visibility. I collect and analyze data to understand the demand forecast and align it with the available supply.

* In the event of unexpected supply delays or disruptions, I promptly raise alerts to the leadership team. By identifying potential revenue loss, I work proactively to mitigate the impact by exploring and arranging alternate supply options.

* I leverage to analyze supply chain data, identify trends, and generate insightful reports. These reports provide visibility into key metrics, such as inventory levels, order fulfillment rates, and lead times, helping business leaders make data-driven decisions.

2. Inventory Management

* Responsible for defining and maintaining appropriate inventory levels by reviewing safety stock levels on a monthly basis in order to ensure a timely material availability and to minimize the impact of demand.

* Maintain real time data on current stock levels, aging, fast/slow moving items, potential IOS to give Timely actionable insights to business leaders.

* Successfully communicate forecast and inventory estimations to management. Monitor and report on important changes in sales forecasts, budgets, and business strategies. Address demand-related issues in a timely and effective manner.

3. Demand planning:

* Be responsible to prepare monthly/ quarterly/ annual demand and supply projections and manage targeted inventory levels across categories and fulfillment models

* Work closely with sales and product teams to factor for growth rate and translate the inputs into Category-wise / SKU-wise demand plan

* Problem solving to bridge the gap between top down guidance on sales and bottom up demand/ supply plan

3. Warehouse Management

* Utilization of warehouse space, monitor inventory levels and conduct regular physical counts. Also manage Movement of goods within the warehouse and coordinate with suppliers for timely replenishment.

4. Communication and Collaboration

* liaise with internal stakeholders, including sales teams for material requirements, purchase orders, and the finance team for order approvals and also communicate with customers, transport companies, and courier services to track deliveries and address any issues.

5. Transportation and Distribution:

* Work closely with freight forwarders and transportation companies to negotiate favorable rates and contracts. I determine the best routes and modes of transportation to optimize delivery timelines and costs.

Company: McNROE Consumer Products Pvt Ltd

Company profile: One of the best perfumery based company in India. The mother brand is "Wild Stone". Apart from that there are also very amazing brands such as "Secret Temptation", "Heaven's Garden". "Knox" are successful established in the market.

Designation: Supply Chain & Claim Support Officer (**International Business**)

Job duration: May 2021 to May'2023

Responsibility:-

1. Prices and Price Value Chains:-

- * Handle all prices and price value chains by country.
- * Ensure proper management and coordination of approved Expense Statement Forms (ESFs).
- * Coordinate with country teams to ensure closure of ESFs in a timely manner.
- * Ensure No Claim Certificate (NCC) from all partners in Gulf Countries, South East Asia, and SAARC countries on a quarterly basis.

2. Claims Management:-

- Ensure claim frequencies are maintained according to Standard Operating Procedures (SOP).
- Organize and maintain global claim support documents as per finance requirements.
- Submit, track, and ensure timely clearance of claims.
- Ensure payout of claims within the specified claim turnover time.

3. Export Logistics:-

- Collate orders from various export markets and verify packaging specifications.
- Place collated orders in the specified format to the central supply chain.
- Coordinate with country teams and logistics department to facilitate the movement of stocks.
- Ensure all dispatches are made within the committed timeline.
- Adhere to payment Incoterms (International Commercial Terms) guidelines.
- Process remittances related to export transactions.
- File all export documents, including logistics and commercial documents such as GST and LUT (Letter of Undertaking).

Company: RSH Global Private Limited

Company profile: One of the best market leaders in personal care segment. There are three brands in this company. The mother brand is "JOY" and rest of two brands is "X-Men" and "Karis".

Designation: Supply Chain & Claim Support Officer (International Business)

Job duration: Sept 2019 to April'2021

Responsibility:-

1. Coordinating All Central Police Canteens:

- * Act as the central point of contact for all CPCs across India.
- * Facilitate communication and information exchange between different CPCs.

2. Following up on Depot and Invoice Management:

- * Monitor and follow up with the depots to ensure timely and accurate invoicing.
- * Ensure that invoices are prepared correctly and comply with relevant regulations

3. Coordinating Transport Department for Dispatch::

- * Collaborate with the transport department to ensure smooth and timely dispatch of CPC goods.
- * Set and adhere to proper deadlines for dispatching goods.

4. Preparing Price List:

- * prepare the price list for CPC items based on current market prices.
- * Ensure price accuracy and consistency across all CPCs.

5. Scheme Preparation and Circulation

- * Develop various schemes and offers for CPCs based on seasonal considerations.
- * Circulate the schemes to different CPC depots within the region.

6. Coordinating with Indirect Service Providers:

- * Work with service providers who indirectly operate in different police canteens.
- * Oversee their activities and ensure they adhere to established guidelines.

7. Outstanding Invoice Follow-Up:

- * Monitor outstanding invoices and follow up with CPCs to ensure payments are made within 60 days.

8. Outstanding Invoice Follow-Up:

- * Generate and maintain monthly, weekly, and yearly MIS reports to track CPC performance and trends.
- * Compile and present relevant data to institution heads for informed decision-making.

Company: Wipro Enterprises (P)Limited (Wipro consumer care& lighting)

Company profile: Wipro Enterprises (P) Limited comprises of two main businesses namely **Wipro Consumer Care**, primarily into Personal Care products, Lighting solutions & Office furniture and **Wipro Infrastructure Engineering** business, which provides Hydraulic Solutions for a wide range of applications including Aerospace & Defense and complete end to end solutions in Water and Wastewater treatment for industrial applications.

Designation: Account cum Sales support-East (Under PMS/ Genius payroll)

Period of Service: July'17 to Aug'19

Responsibility:-

1. Customer Credit Notes and Claims Processing:

Handle customer credit notes for various expenses, rate differences, damages, terms of delivery (TOD), S.S. Margin, NR Scheme incentives, local sales promotions, QAE (Quality Assurance Expense), discounts, and damage claims processing as per Standard Operating Procedures (SOP).

2. Vendor and Branch Operations:

- Provide waybills to vendors or various branches for CST (Central Sales Tax) purchases and stock transfers among different branches.
- Manage transporters' bill checking and payment as per company policy.
- Manage vendor bill checking and payments.

3. Third-Party Employee Bills:

- Process and verify salary bills for third-party employees (Talentpro, Acreaty, Proserv, Amrays, and Genius) for roles such as ISR (In-Store Representative), JSO (Junior Sales Officer), promoter, and temporary staff.
- Process JSO and ISR reimbursement bills as per policy.

4. Employee Expenses:

- Process and verify employee travel expenses and mobile bills according to policy requirements and release payments.

5. Accounts Reconciliation and Reporting:

- Confirm vendor and customer balances on a quarterly basis.
- Send quarterly and yearly statements to all parties as per requirements.
- Prepare stock reports.
- Perform customer and vendor accounts clearing.
- Create new customer and vendor codes.
- Generate various types of accounts-related reports for GM

Company: M/s Bengal Logistic (C&F of Parle Product Pvt Ltd)

Company profile: One of the India's leading manufacturer of biscuits and confectionary. As the makers of the world largest selling biscuits Parle-G and host of other very popular brands such as Bourbon, Milano, Choco Roll, Rusk etc.

Designation: Depot Manger

Job duration: Jun 2012 to 25.06.2017

Responsibility:

1. Supply Chain Management:

- Take care of all supply chain verticals for GT, Modern Trade, and Cash and Carry processes.
- Work alongside the Modern Trade, Cash and Carry, and demand teams to improve forecasts from chains.
- Allocate and track promotions.
- Conduct root cause analysis for fill rate losses and collaborate with stakeholders to develop action plans.

2. Reporting and Analysis:

- Provide customized reports for the Marketing Department and Distribution Department using Oracle and SAP databases.
- Participate in monthly reviews with organized trade chains to identify areas for improvement.

3. Inventory Management:

- Ensure timely movement of stocks from retailers' distribution centers (DC) and distributors to stores, improving fill rates.
- Monitor stock levels at retailers' stores, DCs, and distributors, guiding and assisting the MT and GT sales teams to improve on-shelf availability.

4. Coordination and Support:

- Coordinate internally with customer service officers and logistics executives to ensure smooth and effective operations.
- Support the Finance Department in reconciling purchase orders with deliveries.

5. Documentation and Invoicing:

- Prepare various types of documentation, including STN (Stock Transfer Note), inter-depot stock transfers, MIRO (Goods Receipt Invoice Verification), MIGO (Goods Movement), and MIGO revision using different movement types.
- Prepare different types of invoices, such as GT invoices, MT invoices, SNAX invoices, FOC (Free of Charge) invoices, CSD (Canteen Stores Department) invoices, and SCRAP invoices.

6. Collaboration and Internal Reporting:

- Work closely with departments to foster a harmonious working environment and enhance operational efficiency.
- Monitor and coordinate activities as necessary and prepare internal reports for management

ACADEMIC AND PROFESSIONAL CREDENTIAL

I passed the secondary examination in the year 2002 from W.B.B.S.E.

I passed the higher secondary examination in the year 2004 from W.B.C.H.S.E.

I passed the Mathematics (HONOURS) from university of Calcutta in 2009.

I passed the Master of Business Administration (HR & MARKETING) program from W.B.U.Tin 2011

LANGUAGE SKILL

Basic writing skill in English and Bengali.

Conversational proficiency in Bengali, English and Hindi

PERSONAL INFORMATION

Father's name	: Lt. Probir Kumar Dey
Mother's name	: Mala Rani Dey
Date of Birth	: 21 TH October 1986.
Marital Status	: Married.
Nationality	: Indian.
Gender	: Male.
Religion	: Hindu
Interests and Hobbies	: Traveling, Listening to songs
Strength	: Strong analytical and problem solving skills and dedicated.

DECLARATION

I do hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief

Place: - Salkia, Howrah, West Bengal

Date- -----/-----/ 2024

Signature

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