

# SUBHRA MALICK

Versatile and highly ambitious professional with civil engineering & Procurement background

## Curriculum Vitae

CONTACT NO.	Address	E-MAIL	Resume Highlight
08797000380	259 B, ECC Flats, Kadma, Jamshedpur - 831005	<a href="mailto:Mallick.rule@gmail.com">Mallick.rule@gmail.com</a> <a href="mailto:Subhra.mallick@tatasteel.com">Subhra.mallick@tatasteel.com</a>	Graduate Diploma in Materials Management + Diploma in Civil Engineering with 10+Yrs exp.

An ambitious, dedicated & highly tech-savvy professional, with strong practical and technical skills, backed up with a range of experience, having sound knowledge of executing and handling situations diplomatically by using “out of the box” innovative ideas. Also able to take decisions, handling procurement activities, knowledge of SAP, capable of working on data analysis with latest softwares like **Tableau**, **MS Power BI**, etc. Seeking a challenging job in the supply chain, Procurement, Tendering Bidding, or Business development domain that can nurture my abilities and develop my skills further.

## PROFESSIONAL SUMMARY

### I. Assistant Manager Procurement at Tata Steel Utilities and Infrastructure Services Limited (Formerly known as JUSCO) -

“Promoted on Dec 2017”

**Duration** – 12 December 2017 to Present.

**CTC** – 5.20 lakh per annum.

#### **Roles and Responsibilities -**

- Responsible for cost analysis of the entire project as per client BOQ and bid documents for JUSCO to submit bids for Government or TATA Steel tenders. This is my responsibility to create the entire cost sheet by the specified timeline to match the stiff tender deadline.
- Responsible for any new purchases and orders (service or supply) for the EPC department which includes validating the PR, RFQ, negotiations, technical and commercial vetting, work order release, etc.
- Ensure sourcing of resourceful vendors and availability of material at site on-time and on the basis of delivery schedule.
- Ensure the PR-PO cycle time SLG as per target. Ensure savings (Strategic and negotiated) for the organization as per plan.
- Developing and introducing new materials and resourceful vendors as and when required.

#### **Challenges and Issue Resolved**

1. In 2020-21, costing and bid submission was done for a total value of 300 crore for water and industrial projects in Jharkhand and Orissa state. (Tata Steel and Govt)
2. Pioneer in driving the digitization initiative within the organization along with database drive using Tableau.
3. Negotiated savings was 6% which was well above the initial target of 5%.
4. Responsible for all the digitization functions and new IT and digitization initiatives within the journey towards the “Paperless Procurement Practise”.
5. One of the six Members of “Material Review Committee” for the entire organization who finalized and approves new materials within the entire TATA Steel USIL.
6. Leading SGA team, Aspire project, and CSR activities on behalf of the procurement department for the entire organization.

### II. Sr. Engineer at Tata Steel Utilities and Infrastructure Services Limited (Formerly known as JUSCO)

**Duration** – June 2013 to Dec 2017.

**CTC** - 4.0 lakh per annum.

#### **Roles and Responsibilities -**

Responsible for all the maintenance as well as new project scopes inside Jamshedpur city (for TATA steel Ltd) of housings, parks, commercials, zoo, police stations, township, offices, etc with TATA safety standard and policies.

#### **Challenges and Issue Resolved -**

1. Responsible for all the design and development schemes & all maintenance with safety standards of TATA Steel with HIRA, 6 directional hazards, SWP, work permits, etc.
2. Have solved many seepage issues of old buildings of the British era. (Reinforced Bricked roof)

### **III. Civil Engineer at TATA Bluescope Steel Ltd. Via Teamlease Services (P) Ltd.**

**Duration** – June 2012 to 04 June 2013.

**CTC** -1.90 lakh per annum.

#### ***Roles and Responsibilities -***

Responsible for making and managing of all proposals, scopes, designing, budgets, timelines, specifications, and cost estimates, as well as quality controls, site supervision, budgeting of new projects, engaging new vendors with help of procurement for all civil maintenance and expansion work inside TATA Bluescope Steel Plant, Jamshedpur.

#### ***Challenges and Issue Resolved -***

1. Successfully completed construction and erection of Liquid Nitrogen Plant without the help of any external surveyor as per drawing and designed by BOC Limited.
2. Fabricating, erecting of sheeting work at factory shed with TATA BlueScope durashine over 60 feet height.
3. Responsible for all the design and development of all maintenance & expansion schemes including the creation of BOQ and budgeting.

### **IV. Junior Engineer at Associated Consultants**

**Duration** – May 2011 to June 2012.

**CTC** -1.20 lakh per annum.

#### ***Roles and Responsibilities-***

Responsible for making BBS, Checking structures as per design at the site. Also, responsible for checking bills of contractors with work order & BOQ, architectural planning and detailing in AutoCAD, Structural detailing & drafting as a draftsman, execution of structural drawings at the site, and dealing with Contractors, architects, and clients. (Completed several residential & commercial projects in Jamshedpur).

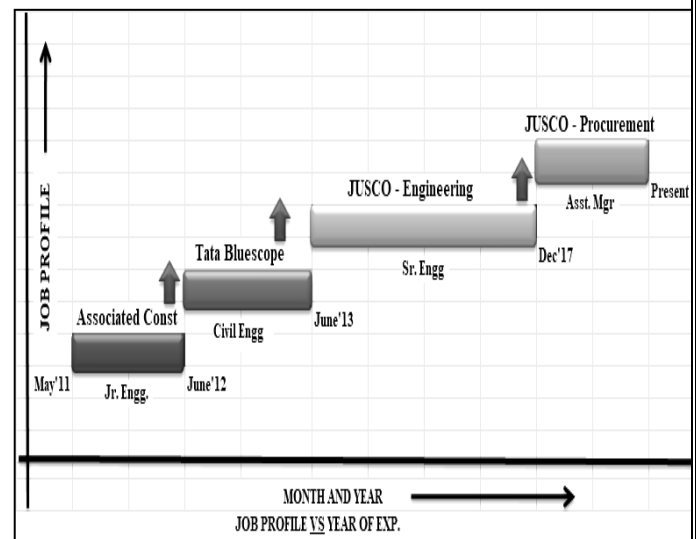
## **MAJOR PROJECTS HANDLED – COMPLETED / ONGOING / UPCOMING**

#### **➤ Execution**

- Liquid Nitrogen Plant Erection (TBSL) - 2012
- Construction of Weigh Bridge (TBSL) - 2013
- Renovation work at TMH – (2015)

#### **➤ BD, Procurement & Supply Chain**

- Water Supply Project at Chakulia – (2018) – 70 Cr.
- Water Supply Project – RSP and NSPCL (2019) – 150 Cr
- Construction of MTMH Cancer Hospital (2019) – 30 Cr.
- Water Supply Project at CKP – (2020) – 60 Cr.
- Construction of Graduate College – (2020) – 20 Cr.
- ARCs and contracts for Roads, Civil Maintenance etc.
- Township project at KTP – Odisha (2021) – 150 Cr.+



## **EDUCATIONAL & PROFESSIONAL QUALIFICATIONS**

- ✓ Hubspot certified Content Marketer and Blogger - 2020
- ✓ Completed **Graduate Diploma in Materials Management** (Procurement) from The Indian Institute of Materials Management (IFPSM, UK) regular – 2014 to 2016 in First Class.
- ✓ Completed **Diploma in Civil Engineering** from BPCIT Govt. - West Bengal State Council for Technical Education from BPCIT Govt. Polytechnic securing 65.4% marks.
- ✓ Passed **Higher Secondary** Securing 53.1% marks from W.B.C.H.S.E. in the year 2006.
- ✓ Passed **Madhyamik** securing 76.5% marks from W.B.B.S.E in the year 2004.

## KEY HIGHLIGHTS

<i>Key Skills</i>	<i>SOFTWARE PROFICIENCY</i>	
<ul style="list-style-type: none"> <li>• Procurement (Service, material, and Composite), Vendor Management, PR-PO, Negotiations.</li> <li>• Supply Chain and Logistic</li> <li>• Data Analysis and dashboards with Tableau, Power BI</li> <li>• Estimation and Costing, Rate Analysis.</li> <li>• Civil project Management and Execution</li> <li>• Project Tendering and Bidding</li> <li>• Budgeting</li> <li>• AutoCAD, SAP R3, MS Office, Corporate Presentations</li> <li>• Hubspot Certified 'Content Marketer' and Blogger (Passion)</li> </ul>	<u>Software</u>	<u>Self Rating out of 10</u>
	<i>SAP</i>	7.5/10
	<i>MS Office</i>	8/10
	<i>MS Projects</i>	6/10
	<i>AutoCAD</i>	8/10
	<i>MS Power BI desktop</i>	6/10
	<i>Tableau</i>	6/10

## PERSONAL SUMMARY

■ **Permanent Address :-**

*Subhra Mallick  
C/o –Subrata Mallick  
H.C. Dutta Gupta Lane, Nutanpalli,  
P.O. – Krishnagar, Dist – Nadia,  
Pin – 741101, West Bengal.*

○ **Address for Communication :-**

*Subhra Mallick  
259 B, ECC Flats  
Kadma Farm Area, Kadma  
Jamshedpur, Jharkhand - 831005*

■ **Date of Birth** – 13<sup>th</sup> March 1989.

■ **Gender** – Male

■ **Marital Status** – Married

■ **Language Known** –

- ❖ Bengali - Read, Write & Speak
- ❖ Hindi - Read, Write & Speak
- ❖ English - Read, Write & Speak

■ **Extracurricular activities –**

- ❖ *Completed Diploma in Painting from “Bangiya Sangeet Parishad.”*
- ❖ *Completed Certification in ‘Content Marketing’ from Hubspot University.*

■ **Training & courses** –

- ❖ *Completed vocational training from Mackintoshburn India Ltd, at Ultadanga Flyover Project, Salt Lake, Kolkata.*
- ❖ *Completed certificate course from Dr. Fixit institute on Structural Protection & rehabilitation & waterproofing.*
- ❖ *Completed Training on ‘Finance for Non-finance’ organized by TATA Steel Limited.*

■ **Hobbies** – Blogging, Traveling, Writing. (Awarded as the “Star Blogger” from the Tata World in 2018)

### **DECLARATION**

“I hereby declare that the above-written particulars are true to the best of my knowledge and belief.”

Date-

Place -

(Subhra Mallick)