

## Sanjib Kumar Ghosh

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### Key Skills

Purchase & Procurement

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Commercial & Billing

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Vendor Management

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Client Servicing

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Business Development &  
Sales

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Billing & Accounting

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People Management &  
Leadership

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Product Quality Control and  
Management

To work in an organization where I can have the opportunity to extensive experience in client servicing, product purchase and procurement, vendor management and sales and contributing to the success of the organization while I experience challenging and rewarding responsibilities.

### Profile Synopsis

- ▶ Result-oriented senior level expert, with 14 years of experience in Client Servicing, Product Purchase & Procurement, Vendor Management & Sales.
- ▶ Worked as a Senior Procurement Executive & Commercial Aspects.
- ▶ Individual Corporate client outreach.
- ▶ Worked on ERP Software for development of purchase order
- ▶ Responsible for managing and finalizing vendors
- ▶ Quality control and packaging

## **SOFT SKILLS**

Self-Learning agility, Building and leading effective teams, creating a culture of trust and respect. Strong interpersonal skills with team-work.spirit. Hands on experience in Shared Services organization.

## **TECHNICAL EXPERTISE**

### **Certification**

- **3 Years Software Diploma from NIIT (GNIIT)**



## **Education**

- MBA in Marketing from Manipal University, Kolkata in 2005
- B.Com. from South City College Kolkata, in 2000
- Higher Secondary , JCC College, Kolkata in 1997
- Madhyamik, Jadavpur Vidyapith, Kolkata in 1995

## **Work Experience**

### **Strescon Group of Company (15<sup>th</sup> Dec – Till Date):Purchase Officer**

- Worked creation of purchase order, transport order etc.
- Maintaining invoicing of store Through Tally
- Sending the enquiry of different vendor for finalization the order ,collect the offer make L1 and give the order done
- Maintaining stock details through Tally of different company
- Coordination with Vendor for finalizing order.
- Client reach out and servicing
- Coordination with accounts department for raising the payment of vendor

### **Rajib & Company (Chartered Firm) (4th July – 30<sup>th</sup> Nov,2022)**

- Working as Back-end executive verifying the field reports regarding different types of loan/credit card applications.
- Responsible for dealing with field executives.
- Preparing reports for the management based on feedback from field officers.

### **VAHDAM TEA PRIVATE LIMITED (15<sup>th</sup> July 2020 – 30<sup>th</sup> Sep 2021): Quality Supervisor**

- Working as a quality supervisor of production and dispatch.
- Responsible for quality checking and handling ateam.
- Ensuring timely completion of orders and product dispatch to overseas clients (UK, USA, and Canada).

### **PAHARPUR COOLING TOWER LTD. (10<sup>th</sup> January 2011 – 30<sup>th</sup> June 2020) : Senior Procurement Executive**

- Worked on ERP Software for creation of purchase order, transport order etc.
- Coordination with Vendor for finalizing order.
- Client reach out and servicing
- Coordination with accounts department for raising the commercial invoice

**A2Z MAINTAINENCE& ENG SERVICES LTD. (1<sup>st</sup> November 2010 – 31<sup>st</sup> December 2010) :**

**Commercial Executive**

- Maintaining the cash voucher of different head of Accounts
- Coordinating between site and Regional Office
- Liaoning with the clients in regarding commercial Issues.
- Maintaining the record for store
- Verification and Reconciliation of stock
- Coordinate with Site regarding administrative matter
- Handle the labour payment
- Follow up payment with client

**KALPATARU POWER TRANSMISSION LTD. (11<sup>th</sup> September 2009 – 6<sup>th</sup> October 2010) : Commercial**

**Officer**

- Following up on payment with client
- Liasoning with the clients in regarding commercial Issues.
- Processing the progressive of Bills from client as well as from site level.
- Verification and Reconciliation of stock
- To Coordinate with Site regarding administrative matter
- Coordination between site and Regional Office.
- Regarding Bank Guarantee Issue solving at site level to RHQ.
- Understand the Price Variation Bills other billings are F&I Bills ; Retention Bills- supply
- Prepare and activation Accounts through SAP
- Maintaining the cash voucher of different head of Accounts

**RELIANCE HR SERVICES PVT. LTD (23<sup>RD</sup> November 2007 – 9<sup>th</sup> September 2009) : Sales / Commercial Executive**

- Maintaining the cash voucher of different head of Accounts
- Drive higher-level field engagement with a team of sales associates
- Maintain record of Village level entry status of loan
- Disbursement of loan to the Village level entry
- To Follow up with VLE regarding payment matter
  - Planning & scheduling individual/ team assignments to achieve the preset goals.
  - Prepare Daily Call planning and increase the coverage

**HCS Infotech Private Ltd. (System Integration and Service franchisee of Wipro Infotech) – (22<sup>nd</sup> July 2004 – 1<sup>st</sup> November, 2006): Customer Support Engineer**

- Provide Support delivery to the client as per Service Level agreement signed by Wipro
- Provided Desktop support as and when necessary.
- Sales of Services and Business development in the area of Systems Integration, Networking, Help Desk etc.
- Regular Interaction with clients to build up the relationship, taking their feedback, escalation handling etc.
- Follow-up with Customers for timely billing and payment collection.

## Personal Details

**Date of Birth:** 25<sup>th</sup> December , 1978

**Languages Known:** English , Hindi , Bengali

**Address :** 150, Bidhanpally , P.O. Garia, Kolkata - 700084