

**E-Mail:**

[Saswata-394495@2freemail.com](mailto:Saswata-394495@2freemail.com)

**Personal Data:**

**Date of Birth:**

01.01.1978

**Gender:** Male

**Strengths:**

Confidence, Result oriented approach,

Never say die Attitude and Punctuality.

**Hobby:** Driving.

**Nationality:** Indian

**Marital Status:**

Married

**Expected Salary** :

Negotiable.

**Saswata**

**CAREER OBJECTIVE**



To gain comprehensive understanding of business and organizational dynamics and utilize my skills and knowledge in an effort to help corporate utilize their resources more effectively.

**INDUSTRIAL KNOWLEDGE**



* Manufacturing.
* Distribution & Logistics.
* Construction.
* Petrochemicals.



**KEY SKILLS**

* Materials Handling Equipment and Component.
* Inventory Management and Control.
* Store Management.
* Production Schedules.
* Preparing Memo and Challan.
* Inspecting GRB and GRN.
* Handling CN and LR.
* Indenting and Problem Solving.
* Leadership.
* Visual Management.
* Client Communication.
* Procurement and Purchase.
* Server System Management (Windows Platform).
* MS. Excel, MS Word, MS Power Point, MS. Publisher, MS Access, ERP.
* Calibration and Installation of Process Instrument.
* Pre commissioning and commissioning of LLDPE and HDPE Plant of Haldia Petrochemical Ltd.
* Calibration of Process Instrument.



**WORK EXPERIENCE**

***From 21st* *Nov.* *2018 to till Date***

Designated as Asst. Manager Materials

**Job Profile:**

Preparing and updating Indent sheet with progress of manufacturing different models of centrifugal pumps (Horizontal and Vertical).

* Materials Planning.

Keeping track of production process of centrifugal pumps and different component of the product's state.

Maintaining Database on incoming materials for production.

Maintaining QCR.

Inventory control.

Making requisition for Materials.

Preparing and Analysing Procurement Progress Sheet.

**Languages Known:**

Hindi, English, Bengali

**Interests:**

Travelling, Listen to Music.

Declaring Stock Position (Periodically).

Raising PO.

Observing Supervising on movement of materials from vendor to vendors.

* Inspecting Quantity of Input Materials.

Administer the internal computer system and Networks also solve the security threads.

* Proactive Member of ERP Implementation in the Organisation.

**Learning:**

* Hand on experience of Materials Planning, Procurement and Logistic Operation of the Company.
* Hand on experience of Inventory control.
* Hand on experience of Storage System of the Company.
* Hand on experience of first time ERP implementation in the Organization.

**Site In-charge** ***3rd Nov. 2016 – 15th Nov. 2018***

**Job Description:**

* Materials Loading and despatch
* Making Challan.
* Weighment of empty and loaded truck.
* Sending unloaded materials to Lab for testing purpose.
* Sending Report to H.O.
* Preparing monthly report.
* Calculate the monthly Budget of Site.

**Learning:**

* Hands on experience of company's operation.
* Hands on experience of company's Site accounts section.
* Hands on experience of labour handling.
* Hands on experience of day to day site activity.

***From 1st July. 2012 to 31st Oct.* *2016,***

Designated as Store –in- Charge cum System Officer Posted at Rourkella (NIIT Project)

**Job Profile:**

Managing Store Activities.

Issue the Materials to Sub-Contractors as per their requirements. Follow the Drawing with Electrical Engineer and Supervisor and …..Prepare Indent as per Drawing.

Making Inventory.

Making requisition for Materials.

Making Challan for outgoing Materials.

Making GRB for Incoming Materials.

Manage Local Purchase.

Keeping Accounts for daily site Expenses.

Administer the internal computer system and Networks also solve the security threads.

**Learning:**

* Hands on experience of company's operation.
* Hands on experience of client communication and vendor handling.
* Hands on experience of day to day site activity.

***From 2nd* *Nov. 2009 to 15th* *May 2012.***

Designated as Store In-charge cum Sr. Instrument Technician of their Haldia Petrochemical Project.

**Job Description:**

* Managing Instrument Store activities.
* Making Indent for Materials which has required to procure from client.
* Preparing Stock report.
* Installation of various types of Instruments.
* Calibration and Loop Checking.
* Managing Preventive Maintenance work.

**Learning:**

* Hands on experience of Instrument Store activities.

***From 10th* *Feb. 2000 to 31st* *Oct.***

***2009.***

Designated as Asst. coordinator cum Sr. Instrument Technician of their Haldia Petrochemical site.

**Job Description:**

* Coordinating with principal client and day to day work of instrument technicians.
* Organizing shift schedule and distributing man power as per the requirement to the different Units.
* Installation of various types of Instruments.
* Regular maintenance of various process instrument.
* Calibration and Loop Checking.
* Managing Preventive Maintenance work.

**Learning:**

* Hands on experience of Man power handling.

**ADS Corporation: *From 1st* *Feb. 1999 to 31st* *Jan. 2000.***

Designated as Instrument Technician of their Haldia Petrochemical site (Erection and commissioning of Process Instruments)

**Job Description:**

* Installation of various types of Instruments.
* Calibration and Loop Checking.
* Pre commissioning and commissioning of process Instrument.

**Learning:**

Hand on experience of pre commissioning and commissioning activities of process instruments.

**COURSE WORK & CERTIFICATIONS**



* **Certificate in Basic Electronics and TV Technology (**UnderGovernment of India, Ministry of Human Resource Development**)** from P.T.C (Berati Center) in 1996 and **placed in grade ‘A’** **position.**
* **Computer Hardware (**Under Government of India, Ministry ofHuman Resource Development**)** from P.T.C (Berati Center) in 1997 and **placed in grade ‘A’ position.**
* **A+** (**CompTIA Syllabus)** from NiHT (Haldia Center) in 2008 and **scored 79% marks.**
* **N+** (**CompTIA Syllabus)** from NiHT (Haldia Center) in 2008 and **scored 88% marks.**
* **MCSE from Microsoft Academy (MCP ID Received)**
* **CCNA From CISCO Academy**
* **CCC From Nielit.**

**ACADEMIC QUALIFICATIONS**



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| --- | --- | --- | --- | --- | --- | --- |
| **PG (AICTE Norms) :** | | | | | | ***PGDM (M.M.) From MIT School Of*** |
|  |  |  |  |  |  | Distance Education. (Perusing). |
| **Graduation:** | | | | | | ***B.Com from Calcutta University (1998).*** |
| **H.S:** | | | |  | | From West Bengal Council of Higher |
|  |  |  |  | | |  |
|  | **Secondary:** | | | | | ***Secondary Education In 1995.*** |
|  |  |  |  |  |  | From West Bengal Board of Secondary |
|  |  |  |  |  |  | Education in 1993. |

Date:

Place:

**Saswata**

