**CURRICULUM VITAE**

# DEBASHISH MAITRA

**0091 9123082003**

**CAREER OBJECTIVE:**

I am a dedicated hard worker individual, having **Certification as Technician with** **Bachelor of Science Degree (B.Sc) and PG Diploma in Business Administration – Material Management** with having more than **25 years of Work Experience at different level and field** **in Material Handling, Procurement, Purchase & Stores, Logistic and Supply Chain Management** with a professional attitude towards the growth of the company. I am enjoying good physical and intellectual health with big ambition.

### PERSONAL INFORMATION:

# Name: Debashish Maitra

Father’s Name: Late Debabrata Maitra

Date of Birth: **11th September 1964**

E-Mail Address**:** [debashishmaitra4@gmail.com](mailto:debashishmaitra4@gmail.com)

Permanent Address: Ichapur - 743144, 24Pgs (N), Kolkata,

West.Bengal, INDIA.

# Telephone No.: 0091 9123082003

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Gender & Nationality: Male & Indian

## Passport No. & Expiry Date: M-9078667, Year 2015 & Validity till: Year 2025

Language Proficiency: English, Hindi & Bengali

Marital Status: Married

**EDUCATIONAL QUALIFICATION : -**

1. **Certification in Technician**

Place of study: Kolkata, India

Institute: The Institute of Engineers

Year of Passing: March 1988

1. **Bachelor Degree: Bachelor of Science Degree (B.Sc.)**

Place of study: Hazaribagh, India

University: Ranchi University

Year of Passing: In the year 1988

From: 3 Apr 1985 to 5 Jan 1988

Class/Division: 2nd Division – 56%

Subjects: Grade

Physics B

Chemistry A

Mathematics B

English A

**PROFESSIONAL QUALIFICATION:** -

1. Professional Diploma / Certificate - Passing: In the year 2000:-

**1. Advance Diploma in Business Administration (Indian School of Labor Education)**

Place of study: Chennai, India

**Specialization: Material Management, Purchasing Management, Logistic, Office Administration**

**and Sales / Marketing.**

Class/Division/Grade: 1st Division – 60%

1. Professional Certification (Pursuing): -
   1. Professional Certification of CPM from The American Purchasing Society.
   2. Professional Certification of CPSM at ISM from International Federation of Purchasing and Supply Chain Management (IFPSM)

**AREAS OF SPECIFIC SKILLS :**

I have a strong Leader Ship & Managerial Skill in a computerized environment. I have thorough Knowledge of safe working practice and skill to coordinate with operating department, consultants, contractors, suppliers, etc. I have exposure to multiple Industry & Projects with an excellent background and following set of Skill and ability.

* Negotiation Skill, Administration, Managerial Skill with Leadership Quality.
* Excellent Sourcing, Buying & Procurement Skill and Ware house / Store Management.
* Presentation Ability with Strong Interpersonal & Public Relation Skills, Vendor Development & Material Management.

**Computer Application and IT Skills -:**

**▪** Proficiency In**:** MS Office, MS Excel, MS Access and Internet Operating.

**▪** Operating System**:** Windows NT/Windows 95,98,2000, 2007 operating system.

**▪** Software Application/Operation: ERP Packages Operational Hands on SAP – MM & SD Functional Module.

**HONORS AND ACHIEVEMENTS:**

My academic qualification, professional qualification; professional training and experiences helped me reach to high level towards my achievement by engaging myself to following industries.

a) Manufacturers (Ceramic-Refractory) and Trading Houses and Building Construction (Civil and Electrical works).

b) Oil & Gas Industry, Power Plant, Steel Plant, Coal Plant, Railways and Textile, Power Loom & Cotton Industry, etc.

**HOBBY**: My Hobby is meeting people, traveling and reading business journals.

**WORK HISTORY: ( Starting with recent one )**

**(1) Employer: Eastern Refractories Ltd, (Formerly Tata Refractory Ltd), India**

**POST:** **Procurement & Supply Chain Manager**

**Location:** Niwari, MP, India

**Start Date**: May 2019 ; **End Date:** Till Today

**Items Dealing:** All kinds of Mechanical, Electrical Spares & Plant Maintenance items, Civil engineering, Casting & Forging items as per drawings, Tools & Tackles, Hardware items, Pipe & Pipe fittings, Valves, Boiler parts, Gas Producing Plant Spares, Raw Materials such as Petcock Lumps / fines, Dias pore, Pyre Phyllite Lump, etc

**Responsibilities:** Project Coordination, Participating in Tendering, Getting Budgetary prices, Develop and implement contracting, Subcontracting, All Purchase & Procurement strategies and procedures & functions. Floating RFQ, Preparing CS (Technical & Commercial) Negotiation and issue of PO. Expediting of Materials, Logistic/ Distribution function. Vendor Development & Review of existing vendors, Vendor Development.

**(2) Employer: Ram Kripal Singh Construction Ltd, India**

**POST:** **Procurement Manager**

**Location:** Ranchi, India

**Start Date**: October 2016 ; **End Date:** April 2019

**Projects:** Power Grid & Substation, Water Treatment Project, Construction, Roads & Infrastructure

**Responsibilities:** Project Coordination, Participating in Tendering, Getting Budgetary prices, Develop and implement contracting, All Purchase & Procurement strategies and procedures & functions. Subcontracting, Floating RFQ, Preparing CS, Negotiation and issue of PO. Expediting of Materials, Logistic/ Distribution function. Vendor Data Management & Review of existing vendors, Vendor Development.

**(3) Employer: ICFAI, Agartala, India**

**POST:** **Manager** – **Purchase & Stores**

**Location:** Agartala, Tripura, India

**Start Date**: October 2013 ; **End Date:** September 2016

**Responsibilities:** All Office day to day work, such as Coordination, Administration & Purchasing works. Report making for the Production & Development, Corporate communication, Rules & System Develop and implement contracting form,

All Purchase & Procurement strategies for Civil & Construction materials, Floating RFQ, Negotiation, Preparing Comparative Statement (Technical & Commercial) and issue of PO & Sub contract documents. Expediting. Of materials.

**(4) Employer: Al Turkey Enterprises, Muscat, Oman**

**POST:** **Sr. Procurement Officer (Material Sourcing Officer)**

**Location:** Muscat, Oman

**Start Date**: April 2012 ; **End Date:** October 2013

**Unit:** Water Treatment Projects, Oil & Gas, Construction and EPC Projects

**Items Dealing:** All kinds Oil & Gas Items such as Pipes, Fittings, Valves, Gaskets, Civil construction & Hardware and Plumbing Items, Electrical Industrial & consumable Items, Pumps, Steel Sheet & TMT Bar, Casting & Forging items as per drawings, Tools & Tackles, etc

**Responsibilities:** Develop and implement contracting, All Purchase & Procurement strategies and procedures for Project & site materials as per the PR. Floating RFQ, Preparing CS (Technical & Commercial) and issue of PO. Expediting of Materials, Logistic/ Distribution function. Vendor Data Management & Review of existing vendors, Vendor Development.

**(5) Employer: Dodsal Engineering & Construction Pte. LTD, Dubai, UAE**

**POST:** **Sr. Procurement Officer**

**Location:** Dubai, UAE

**Start Date**: August 2011 ; **End Date:** Feb 2012

**Unit:** Water Treatment Project, MEP, Civil Construction & Building. as well as Oil & Gas (EPC)

**Items Dealing:** All kinds Oil & Gas Items such as Pipes, Fittings, Valves, Gaskets, Civil construction & Hardware and Plumbing Items, Electrical Industrial & consumable Items, Pumps, Steel Sheet & TMT Bar, Casting & Forging items as per drawings, Tools & Tackles, Fire fighting items and Air conditioning items, etc

**Responsibilities:** Develop and implement contracting, All Purchase & Procurement strategies and procedures for Project & site materials as per the PR. Floating RFQ, Preparing CS (Technical & Commercial) and issue of PO.

**(6) Employer: Galfar Engineering , SAOG, Muscat, Oman**

**POST:** **Sr. Material Controller**.

**Location:** Muscat, Oman

**Start Date:** Feb 2009 ; **End Date:** July 2011

**Unit:** Oil and Gas and EPC Projects

**Project:** 1. E**ngaged in Off Plot Delivery Contract project for Gas & Oil Project.**

**2. Completed 132 KV Overhead Line Project at Barik, Oman.**

**Items Dealing:** All kinds Oil & Gas Items such as Pipes, Fittings, Valves, Gaskets, Civil construction & Hardware and Plumbing Items, Electrical Industrial & consumable Items, Pumps, Steel Sheet & TMT Bar, Casting & Forging items as per drawings, Tools & Tackles, Fire fighting items and Air conditioning items, Food Items for in house catering items, etc

**Responsibilities:** Develop and implement Stores strategies, policies, procedures, Material Tracking. Management of all Project Material with regard to Procurement, Logistic & Distribution of material. Inspection and acceptance of material.

**(7) Employer: Senbo Engineering Ltd, Kolkata, INDIA**

**POST**: **Purchase & Store In charge**

Location: New Delhi, India

**Start Date:** May 2008 ; **End Date:** Feb 2009

**Items Dealing:** All kinds Civil construction & Hardware and Plumbing Items, Electrical Items, Pumps, Steel Sheet & TMT Bar, Casting & Forging items as per drawings, Tools & Tackles, Pipe & Pipe fittings, Valves, fire fighting items,

**Responsibilities:** I was engaged in **Delhi Metro Project**. My responsibilities were purchase / procurement and Store functions. Supplier Management, Vendor development & Management, Inventory control, Inspection,

**(8) Employer: Techno Traders, Bokaro Steel City, INDIA**

**POST**: **Asst. Procurement Manager**

Location: Lucknow, India

**Start Date:** December 2001 ; **End Date:** April 2008

**Responsibilities:** Project Coordination, Participating in Tendering, Getting Budgetary prices,, Sub contracting, It is a Trading & Contracting firm engaged in procurement and supply of engineering items. My responsibilities were purchase and procurement functions, contract formulation & ordering. Sourcing of Materials, expediting and dispatch of materials

**(9) Employer: SUREKHA ENGINEERING WORKS, Bokaro Steel City, INDIA**

**POST:** **Purchase Officer**

Location: Bokaro Steel City, India

**Start Date:** October 1996 ; **End Date:** Nov.2001

**Responsibilities:** The job involves Purchasing & Inventory. Vendor development, tendering and market analysis was also part of my work. I have achieved sound knowledge for large engineering items and products.

**(10) Employer: Deekay Enterprises, Bokaro, INDIA**

**POST**: **Site Store Officer**.

Location: Bokaro Steel City, India

**Start Date:** April 1994 ; **End Date:** Sept 1996

Responsibilities:

The job involves supplier management, contract formulation, indenting, ordering and purchasing & delivery of material. Vendor development, tendering and market analysis was also part of my work.

Sd/-

Dated, 30 April, 2020  **(DEBASHISH MAITRA)**