### RESUME

**BITANU BANERJEE**

S/o- Bibhu Gopal Banerjee

Vill: Ekaihat, P.O.: Panuhat,

P.S.: Katwa, Dist.: Burdwan, **Mobile No. : +917974190312 (India-What sup)** West Bengal, India, PIN-713502. **+251966278339 (Ethiopia-Calling)**

**Email : banerjeebitanu@yahoo.in**

**: bitanubanerjee@gmail.com**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OBJECT** **:**

To pursue a career in the industry and be a part in organization that gives me scope to enhance my knowledge and skills to cope with the latest technologies & trends. I am a consistent learner, always willing to enhance my domain skills.

**SUMMARY**  **:**

Masters in Arts (M.A.-His.) Having 13 years of combined experience in effective Stores Management activities including Purchase in Construction & O&M industries, especially in Power Generation & ZLD Projects. Having Site Administration and Accounts Activities experience. Seeking senior level assignments in afore said stream with a growth oriented organization of repute.

**KEY PERFORMING AREA :**

**Material Management**

* Complete Stores Management activities.
* Inventory of all items along with periodical physical stock taking and reconciliation.
* Ensuring preparation of all stores related record (MRN, MRIV, MRV etc.) Just In Time.
* Planning for Taken duty free letter from customer for clearance process for Sea port materials for uploading containers and process for coming to site.
* Process for POD Clearance through customer certification for further process.
* Container unloading, offloading and re-loading for sending back to sea port as it.
* Planning for the Procurement of various Materials as per the Progress / Production schedule.
* Selection of vendor in Consultation with the Project Manager.
* Rating of Vendors to Monitor their Performance.
* Ensuring timely receipt of Materials from Vendors.
* Ensuring Optimum Stock Level of Essential Materials such as Cement and Steel etc. in any time.
* Bill Verification for the Materials received from various vendors.
* Maintenance of quality system standards in Stores Mgt. and documentation as per ISO Norms.
* Implementation of Manual and Computerized systems at Site for the Stores Module.
* Preparation of MIS report such as Inventory Statement, Stock Statement, Plant Statement and Capital Stock Statement etc.
* Inter Department, Inter Site Co-ordination along with Head Office in regular basis as required.
* Assuring all round Safety of all the concern during stores activities.
* Excise Invoice Generating through ERP for Bulk Civil Materials Purchased and directly handed over to the sub-contractors.
* Organize, monitor and review the progress of dispatch against the plan.
* Relation with customers, transport agencies & various internal departments
* Ensure all round record for logistics management, like shipment dispatched, their tracker, transport arrangement (for Domestics and international shipment), their all documentation like collect duty free request from customer and process for transporting, customs clearance and offloading.
* For international project logistics, related documentation and maintained for project point of view.
* Develop strategies for procurement of materials & equipmen.t
* Identify avenues to reduce cost and cycle time.
* Review offers of vendors technically & commercially, negotiate and finalize order and ensure deliveries
* Vendor development & relationship management.
* Explore new ways of Negotiation & Procurement.
* To ensure all items are timely delivered as required against SO and in accordance with Divisional and Customer requirement.
* Receipt, negotiation, commercial comparison, PO recommendation, PO generation,
* Administration - vendor document approval, vendor payments, claim settlement etc. and supporting for further vendor development, Vendor rating data base management.
* Rate contracting with various vendors.
* To Ensure on Time Performance of deliveries as per contractual terms.

**Admin**

* Maintained site employees statutory all-round record
* Site office and project execution, related to administration office decorum standardization.
* Maintained vehicle & guest house management for ensuring employees facilities for service on time for employer
* Site mobilization and de-mobilization activities ensuring
* Local vendor like manpower agency, security agency, unloading contractors handling with their T&C maintained as per employer rules & regulation.
* Maintained local contact details for emergency as per project requirement
* Maintained Labor colony requirements as per project purpose and their regular difficulties problem solve.

**Account**

* Maintained site expenses related all documentation like budget prepare with PM, All voucher prepare, ensure daily expenses maintained with cash book.
* Weekly, Monthly report to all account documentation as MIS to HO and settled all the monthly budget expenditure.
* Site payment related all documentation like agreement, bill clearance, certification with concern, payment release etc.
* Site Account Related Audit clearance as per HO confirmation.

**PROJECT DETAILS STATUS :**

Working with **M/s ARVIND ENVISOL LIMITED (A division of Arvind Mills)** since Dec’17 to till date as **“Sr. IN-Charge – Stores & Admin (Sr. Executive)** at 6 MLD ZLD EPC Project for **M/s IPDC (Industrial Park Development Corporation of ETHIOPIA)** at Dire Dawa, Ethiopia.

**JOB RESPONSIBILITIES** :

Complete Material Management, Administration & Site Accounts relate to all documentation (For International project as well), receiving, Verification, Focusing about any kind of discrepancies, Report for vendor payments, MIS for Customer & HO, Planning for site purchase with standardized documentation, logistics documentation and their record keeping, Project site Administrative maintenance , All type of Customer related gate pass, induction, statutory maintenance , site accounts related all documentation and monthly, budget, report sending to HO and Billing process for project materials.

**CLIENT : CHINA CIVIL ENGINEERING CONSTRUCTION COMPANY**

**PROJECT DETAILS STATUS :**

Worked with **M/s THERMAX Limited (Power Division- O&M Group) a THERMAX Group Company)** since Nov’16 to Sept’17 as **“Sr. Executive – STORES/ADMIN** at 1X7.7 MW AFBC O&M Project of M/s Dr. Reddy’s Laboratory Ltd. CTO-VI, Pydibhimavaram, Srikakulam, AP.

**JOB RESPONSIBILITIES** :

Complete Stores Management along with especially Material Verification, focusing about any kind of discrepancies, Procurement O&M of material, Plant Administrative maintenance, All type of Customer related gate pass, induction, labor license related, contractors statutory documentation maintenance as per customer requirement, Project all related account.

**CLIENT :** Dr.Reddy’s Laboratory Ltd.

**PROJECT DETAILS STATUS :**

Worked with **M/s THERMAX Instrumentation Limited (Power Division of THERMAX Limited a THERMAX Group Company)** since Dec’2015 to 31st May’2016 as **“Executive – STORES IN-CHARGE** at 1X10 MW WHRB CPP Project of M/s TATA Metallic Limited, Samraipur, Khargapur, WB.

**PROJECTS DETAIL** **:**

Since Dec’2015 to May’16 worked with **M/s THERMAX Instrumentation Limited (Power Division of THERMAX Limited, a THERMAX Group Company)** as **Stores in-charge** Posted at for an **EPC project** for TML 1X10 MW WHRB CPP Project at M/s TATA Metallic Limited, Samraipur, Khargapur, WB

**JOB RESPONSIBILITIES** :

Complete Stores Management along with especially Material Verification, Focusing about any kind of discrepancies, Procurement project material as per site indent as Local purchase with following standard systems, continual coordination between H.O. (Procurement, finance, Project etc. department) to the site and as well as inter department correlation like, Execution, Engineering, Planning etc. regarding Materials and other Stores related information, Generating MIS as and when required in any form, and assuring the delivery of Materials to the execution point in JIT fashion.

**CLIENT :** TATA Metaliks Limited

**Job Value :** Rs.55 Cores (Approx.)

**PROJECT DETAILS :**

Worked With **M/s THERMAX Instrumentation Limited (Power Division of THERMAX Limited a THERMAX Group Company)** from Sep’2009 to Dec’2015 as **“Executive – STORES & SITE PURCHASE”** at 2X150 MW CPP Project of M/s Meenakshi Energy Pvt. Ltd., Thaminapattanam, Nellore District, A.P.

**PROJECTS DETAIL** **:**

With **M/s THERMAX Instrumentation Limited (Power Division of THERMAX Limited, a THERMAX Group Company)** as **“Executive – STORES & SITE PURCHASE”** Posted at for an **EPC project** for MEPL 2X150 MW CPP Project at Thaminapattanam, Chillakur, Nellore District, A.P., Since Oct’2012 to May’16 Responsible as “**STORE IN-CHARGE”** for same project.

**JOB RESPONSIBILITIES:**

Complete Stores Management along with especially Material Verification, Focusing about any kind of discrepancies, Procurement project material as per site indent as Local purchase with following standard systems, continual coordination between H.O. (Procurement, finance, Project etc. department) to the site and as well as inter department correlation like, Execution, Engineering, Planning etc. regarding Materials and other Stores related information, Generating MIS as and when required in any form, and assuring the delivery of Materials to the execution point in JIT fashion.

**CLIENT :** Meenakshi Energy Pvt. Limited

**Job Value :** Rs.1001 Cores (Approx.)

**PROJECTS DETAIL** :

From July’2006 to August’09 worked with **M/s THERMAX Instrumentation Limited (Power Division of THERMAX Limited, a THERMAX Group Company)** as a **“STORES - ASST.”** Posted at for an **EPC project** for CPL - 1X40 MW CPP Project at Sarisathali, Asansol, Burdwan Dist., W.B.,

**JOB RESPONSIBILITIES** :

Complete Stores Management along with especially Material Verification, Focusing about any kind of discrepancies, continual coordination between H.O. Procurement, finance, Project etc department to the site and as well as inter department correlation e.i. Execution, Engineering, Planning etc. regarding Materials and other Stores related information, Generation MIS as and when Required in any form, and assuring the delivery of Materials to the execution point in JIT fashion.

**CLIENT :** CESC / RPG

**Job Value :** Rs. 154 Crores (Approx.)

**STRENGTH** **:**

1. Having good interpersonal skill.
2. Strategic hard worker.
3. Ability to learn more.
4. Work well both independently and as part of a team.
5. Ability to work under pressure
6. Knowledge of commercial aspects such as taxes and duties, contract act, etc.
7. Knowledge of cost monitoring and control techniques.
8. Knowledge of vendor base for items mentioned in major deliverables.
9. Domain Knowledge of market rates, cost drivers, leads times for the items.
10. Good negotiation skills, vendor relationship management.
11. Periodic progress monitoring and follow up with vendors for timely delivery.
12. Cost estimation.
13. Maintenance of price history and relevant vendor data base.
14. Co-ordination with various departments like Engineering, Project, Construction, Commissioning along with O&M.
15. Presentation Skills
16. Numerical & Analytical Ability
17. Result Oriented

**ACADEMIC QUALIFICATION** (In reverse chronology) **:**

1. **M.A (His.),** The University of Burdwan, W.B. in the year 2005 (Obtained 2nd Class).

2. **B.A (His.),** The University of Burdwan, W.B. in the year 2003 (Obtained 2nd Class).

3. **Higher Secondary,** W.B.C.H.S.E. in the year 1999, (Obtained 2nd Div.).

4. **Secondary,** W.B.B.S.E. in the year 1997 (Obtained 1st Div.).

5. **P.G.D. Materials Mgt**, Annamalai University, DDE, Pursuing.

6. **Safety E-Learning Course,** Skill soft- Online – 38 Topics, 2013.

**PROFESSIONAL SKILL :**

Excellent efficiency in Computer application as well as internet.

Maintaining Stores record online through Oracle support environment.

**PERSONAL DETAILS :**

Father’s Name **:** Mr. Bibhu Gopal Banerjee

Date of Birth **:** 1st May, 1981

Martial Statues **:** Married

Sex **:** Male

Nationality **:** Indian

Present Address **:** C/o- Arvind Envisol G/House,

Near to biftu Condominium, Kebele -3

New road to Police Commissioner,

Dire Dawa Region, Dire Dawa, Ethiopia.

Permanent Address **:** Vill - Ekaihat, PO – Panuhat,

PS - Katwa, Dist – Burdwan,

Pin – 713502, West Bengal.

**Passport No : N0527675 Valid – 16.06.2025**

Language **:** Bengali, English, Hindi, Telugu, Oriya (L),

Asemia(L), Amharic (L), Tamil (L)

Hobbies **:** Music, Cricket, Different countries historical

& Geographical Presence surfing, Wikipedia.

Present Salary **:** Rs. 9 Lacks P.A. (CTC)

+Food & Accommodation

Expected Salary **:**  Negotiable for India

For Aboard vary as per country.

+Food & Accommodation

**Place : Dire Dawa, Ethiopia**

**BITANU BANERJEE Date : 18-07-2019**