

Santosh Sukantu Sen

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CAREER OBJECTIVE

- To constantly update myself and contribute in the field of Supply Chain Management.
- To play a pivotal role in making strategic decisions within the company.
- Seeking a challenging environment that encourages continuous learning, creativity & exposure to new ideas which stimulates personal and professional growth.

SNAPSHOTS

- A professional with **18+ years'** rich experience in Strategic Sourcing, Procurement, Logistics, distribution and Supply Chain Management.
- Lead SCM Projects that involves Price Negotiation, Cost saving, Global Suppliers Data management and Quality Management.
- Hands on experience in managing RFIs, RFQs, RFPs, E-Sourcing, Purchase Order Management, Inventory Control, Material Management, Procurement, Vendor Development, MIS, Price Negotiations with suppliers.
- Was working as **Senior Purchase Executive** at **Maestros Electronics & Telecommunication Systems Ltd**

CORE COMPETENCIES

- Formulating and implementing the procurement / supply chain strategy for purchase and establishing methods to achieve cost saving targets.
- Assessing the performance of the vendors based on various criterions such as percentage for rejections, quality improvement rate, timely delivery, credit terms, etc.
- Leading, training & monitoring the performance of team members to ensure efficiency in operations.

WORK EXPERIENCE -1

ORGANIZATION Elcome Integrated Systems Pvt Ltd

PERIOD July 2015 – September 2023

DESIGNATION Assistant Manager Procurement & Logistic

RESPONSIBILITIES:

- Generating and processing of requisitions and purchase orders for Imports OEM & Fixed Assets
- Planning and Procurement of Raw materials, Stores materials, packing materials, co-coordinating with Internal CHA & Freight forwarder for import & export consignment.
- Identifying the vendors as per company's requirements import & local
- Negotiation with the vendors.
- Checking confirmation of order, delivery note and invoice control.
- Preparing application related to WPC and DGFT & co-ordination with the respective department
- Resolving vendor grievances and claims against suppliers.
- /Coordinating and following up as per delivery dates with vendor.
- Vendor Development/ Sourcing & Vendor Evaluation & up gradation

Significant Achievements

- Evaluate the decent freight forwarder, Vendor (Local & Import)
- Flat freight rate for Germany, United Kingdom, Japan
- Continues process with import and local vendor for better credit limit, reduction in inventory rejection

WORK EXPERIENCE -2

ORGANIZATION Maestros Electronics & Telecommunication Systems Ltd

PERIOD May 2005 – Oct 2014

DESIGNATION Senior Purchase Executive

RESPONSIBILITIES:

- Responsible for purchasing activities related to plants, systems and components (Electronics)
- Planning and Procurement of Raw materials, Stores materials, packing materials, co-coordinating with CHA & Freight forwarder for import & export consignment.
- Identifying the vendors as per company's requirements.
- Conduct market research in terms of products, supplier databases and risk mitigation to identify / track competitive pricing structures and risks involved.
- Identify cost reduction opportunities through category management and spend analysis.
- Engage in process including RF1, RFP & RFQ and comparing / reviewing proposal content.
- Floating of RFQs and maintaining the prices quoted by the vendors.
- Negotiation with the vendors.
- Evaluate suppliers through and negotiate & co-ordinate with them / partners to get best quality and best price
- Generation and processing of requisitions and purchase orders.
- Preparation of requests for quotation.
- Lead contract negotiations.
- Checking confirmation of order, delivery note and invoice control.
- Coordinating and following up of schedules, deadlines and delivery dates.
- Resolving vendor grievances and claims against suppliers.
- Vendor Development/ Sourcing & Vendor Evaluation & up gradation
- Continuous cost reduction through development of alternate suppliers and alternate materials.
- Extensive use of internet for finding and developing new suppliers.
- Handling Purchases since foundation laying of the plant. Purchases for construction material and capital goods required for successful commissioning of new plant.
- Strong negotiation skills.
- Identifying cost competitive sources for required material with essential quality standards.
- Work with B2B segment for fuel dispenser pump procurements for company like L&T, GVR, Urifoon (Europe).
- Handled credit control for B2B segment

Strategic Sourcing

This involves analyzing different ways and best practices to reduce the procurement costs of various categories required, thereby achieving significant cost savings to the company.

- Track Supply/demand & price trends of raw materials

- E-sourcing
- Price negotiation with Suppliers
- Contract Management
- Absolute best cost (ABC) analysis,
- Forecast of demand-price for commodities/products/services

Significant Achievements

- Development of import components locally to reduce cost and reduce lead time.
- Average cost reduction 5 to 8% on overall components
- To work with import vendor for better credit limit by giving annual projection of business

ACADEMIC CREDENTIALS

B.Sc (Information Technology)

Certified Supply Chain Specialist – International Institute for procurement and market research (IIPMR) - USA

MBA in operation management – ITM University

KEY SKILLS AND COMPETENCIES

- Comprehensive knowledge of Word, Excel, PowerPoint
- Ability to work well with numbers and analyze complex data
- Keeping knowledge about the market through magazine or website
- Ability to work in a structured and organized manner
- Excellent communication and 'people' skills
- Creative & problem-solving skills
- Good organizational and time-management skills
- Knowledge about the department functional inside the company
- Ready to learn new skills

KNOWLEDGE IN COMPUTERS

ERP (Navision), ERP Coincap. Tally ERP 9

SAP Package

MS-office & Internet applications, Power BI. Pivot tables.

PERSONAL DETAILS

Date of Birth 16th July 1982

Languages English , Hindi , Marathi

Hobbies Listening to Music and surfing Internet

I hereby declare that the above mentioned details are true to the best of my knowledge

Yours truly

(Santosh Sukanta Sen)