

**Rupak Sarkar**

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**Experience Details**

- ❖ Presently working with D.S Knit Industry (Comfort Lady) as a Senior Purchase Office since 09<sup>th</sup> September 2021.
- ❖ 2 years working with T.I.M.E (Triumphant Institute Of Management Education Pvt Ltd as Senior Purchase/Administration Executive (From 04<sup>th</sup> September 2019 to 07<sup>th</sup> September 2021).
- ❖ 3 years working experience with Emami Frank Ross Ltd as Sr. Purchase/Admin Executive assistant. (From 03 Oct 2016 to 03<sup>rd</sup> September 2019).
- ❖ 1 year working experience in Dr. Reddy's Foundation as Sr.Purchase cum Administrative Executive. (From 01<sup>st</sup> June2015 to 29<sup>th</sup> September 2016).
- ❖ 5 years working experience (from 08<sup>th</sup> July 2010 to 27<sup>th</sup> May 2015) at J.G Hosiery Private Limited (Brand Name Amul Macho) as a Sr. Purchase Executive.
- ❖ 6 years working experience(from 21<sup>st</sup> August 2004 to 30<sup>th</sup> June 2010) at Khadim India Limited as a Purchase Executive.

**Job Profile**

- ❖ Research potential vendors.
- ❖ Compare and evaluate offers from suppliers.
- ❖ Coordinating with the dealers, Suppliers and vendors.
- ❖ Negotiate contract terms of agreement and pricing.
- ❖ Track orders and ensure timely delivery.
- ❖ Review quality of purchased products.
- ❖ Enter order details (e.g. vendors, quantities, prices) into internal databases.
- ❖ Maintain updated records of purchased products, delivery information and invoices.
- ❖ Prepare reports on purchases, including cost analyses.
- ❖ Monitor stock levels and place orders as needed.
- ❖ Coordinate with warehouse staff to ensure proper storage.
- ❖ Attend trade shows and exhibitions to stay up-to-date with industry trends.

- ❖ Maintaining the company asset details.
- ❖ Responsible for checking the cleanliness of office / office management.
- ❖ Maintain day to day administrative services.
- ❖ Manage administrative activities involved safety & security.
- ❖ Managing repair & maintenance, replacement of old Equipment's, Furniture & Furnishings etc.
- ❖ Maintaining the AMC details & renew the same.
- ❖ Issue of PurchaseOrder/ Work Orders, Quotation Collection & price negotiation.

### **Education Background**

B.A graduate from City College (Under Calcutta University) in year 2004 with 46 %.

Higher secondary passed from Ushumpur Adarsha School in year 2001 with 48 %.

High school passed from STSM School in year 1999 with 52%.

### **Computer Knowledge**

Expert in Microsoft Office, with a focus on Excel.

Microsoft, SAP MM (Back end Process)& Linux.

System Configuration & Installation.

### **Hobbies**

Listening music. Reading books.

### **Personal Details**

Date of birth: 16-May-1982.

Father's Name: Late Anil Sarkar.

Marital Status: Married.

Nationality: Indian.

Religion: Hindu.

Cast: General.

Languages known: English, Hindi, Bengali.

Address: Flat No. 8/405, Larica Township, Barasat, Kolkata-700126.

I here by state that the above given information is true and correct to the best of my knowledge.

DATE:

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PLACE: KOLKATA.

Rupak Sarkar