



Subham Ghosh

Quality-focused Purchasing Manager familiar with vendor sourcing and vetting, contract negotiation and budget administration. Strong understanding of financial processes and requirements for accurate and thorough recordkeeping. Veteran purchasing

GET IN CONTACT

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PERSONAL DETAILS

- Total Experience 10 Years 0 Month
- Current Location Siliguri
- Date of Birth Mar 07, 1987
- Gender Male
- Marital Status Married

SKILLS

- ERP
- Supply Chain Management
- E-Commerce
- Vendor Management
- Vendor Development
- Supply Chain Operations
- Supply Chain Solutions
- Fleet Management
- Order Management
- Purchase Order
- Purchase Planning
- Procurement Planning
- Purchase Requisition

TECHNICAL SKILLS

- SAP
- Excel

LANGUAGES KNOWN

- ENGLISH
- HINDI
- BENGALI

PROFILE SUMMARY

To work in a challenging and results-oriented environment that seeks an ambitious and career conscious person, where acquired skills and education will be utilized forward continued growth and advancement. A self-motivated individual with analytical outlook & vision to work for innovative projects in financial and retail payments industry. As a Senior Officer L2 (Application Support and Database Support) having 5 Years of experience on various projects of Various Sector.

EDUCATION HISTORY

Post Graduation

Course	Integrated PG(Management)
College	Indian School of Business Management and Administration
Year of Passing	2015

Graduation

Course	B.A(English)
College	North Bengal University (NBU)
Year of Passing	2007
Grade	42%

Class XII

Board	West Bengal
Medium	Bengali / Bangla
Year of Passing	2004
Grade	55-59.9%

Class X

Board	West Bengal
Medium	Bengali / Bangla
Year of Passing	2002
Grade	75-79.9%

WORK EXPERIENCE

COURSES & CERTIFICATIONS

- Diploma In Computer Application
 - Certified In Supply Chain Management
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SOCIAL LINKS

- [linkedin.com/in/subham-ghosh-a47b8062](https://www.linkedin.com/in/subham-ghosh-a47b8062)

Jul 2021 to Present

Regional Head at Shree Venkatesh Craft

Was looking after the total administrative service of the AWM Logistics, Flipkart & other Clients associated With Shree Venkatesh Craft. Managed on-site evaluations, internal audits and customer surveys. Developed and implemented performance Improvement strategies and plans to promote continuous improvement. Supervised work of contracted employees to keep on task for timely completion. Exceeded goals Through effective task prioritization and great work ethic, Developed team communications and Information for meetings. Oversaw daily operations to ensure high levels of productivity. Quickly learned new skills and applied them to daily tasks, improving efficiency and Productivity. End to end Vendor Management handling.

Sep 2020 to Jul 2021

Cluster Head at Snapdeal

Sep 2020 to May 2021

Cluster Incharge at Snapdeal

1. Was looking after entire West Bengal & Sikkim operation (7 Branches). 2. Demonstrated respect, friendliness and willingness to help wherever needed. 3. Resolved conflicts and negotiated mutually beneficial agreements between parties. 4. Accordance with applicable standards, policies and Managed on-site evaluations, internal audits and customer surveys. 5. Developed and implemented performance improvement strategies and plans to promote continuous improvement. 6. Supervised work of contracted employees to keep on task for timely completion. 7. Exceeded goals through effective task prioritization and great work ethic. 8. Developed team communications and information for meetings. 9. Oversaw daily operations to ensure high levels of productivity. 10. Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity. End to end Vendor Management handling. 11. Managing Riders, TL, and Hub-In-Charge corresponding to the Branches 12. Responsible for Stock & COD Reconciling of respective branches 13. Hub design & SOP implementation would be required for respective branches 14. Regular visits and audits to ensure SOPs are being followed 15. Regular training to Ground Staff & supervisor 16. Root cause analysis & process gap identification for the assigned branches 17. Ownership and Accountability for performance numbers of a respective Branches 18. Work closely with Zonal head and ensure implementation of SOPs 19. Would be responsible for execution of SOPs and performance metric 20. Data Extraction and Data analytics tools. Working knowledge of SQL and MS Excel is a must 21. System Knowledge-Knowledge of ERP systems .Ability to learn these is more important than current know-how 22. Sense of ownership and zeal to achieve and exceed targets

Jul 2019 to Sep 2020

Team Leader at CABT Pvt Ltd (Flipkart ADM company)

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Working As a HR recruiter in the Flipkart Hubs in North Bengal. End to end Experience in ODH Hubs opening, One is already operational and another Hub is likely to be open. Handelling all the HR related queries of the employees like Salary breakup, PF, ESIC etc. Also working as a Trainer after recruitment of the employees give them full training like operation related training, product related training etc. Handelling all the data related works. Total Manpower handling till now around 500.

Jul 2018 to Jul 2019

Team Leader Operations at Flipkart

Issuing daily work instructions to staff in a way that is clear and concise. Examining work on a regular basis for exactness, neatness and conformance to policies and procedures. Accurately providing new teams with end of day and shift handover information. Organizing the receiving and processing incoming stock and materials. Carrying out regular audits and spot checks to ensure quality of process. Liaising with customers, suppliers and transport companies as and when required in a timely way. In charge of pulling materials, packing boxes and placing orders in delivery area. Assigning job duties to individual team members and also fellow co-workers. Putting together and managing the daily work plan. Communicating with team members on a regular basis to make them aware of priorities, targets and operational requirements. Managing staff absences and holidays. Ensuring that all team members are aware of their duties and priorities.

May 2017 to Jul 2018

Subject Matter Expert L2 at Wipro Ltd

Trained the entire Batch for the process in P20. Solve the queries and the errors in SAP P20 of my batch. Knowledge in Delivery, Ordering & Returns Scraping etc. Knowledge in client Handelling through WebEx meetings. Knowledge of Handelling entire team of twenty five people for production. Increased reliability of data, decreasing errors by 40-50%. Improved receipt of information to clients from one hour to a half-a-day faster.

Sep 2015 to Jan 2017

Subject Matter Expert L2 at Infosys

Process customer orders of products and services by entering orders into the computer system and ensuring that orders are filled correctly and on time Stay informed on all company services and products so customer inquiries can be answered correctly Set up customers with automatic orders to avoid late missing incomplete or forgotten orders Collect customer information including payment options and record for future reference Handle customer complaints and questions regarding problems with orders

Aug 2014 to Jun 2015

Officer Administration at Writer Corporation

-Prepare the quality, administrative & financial reports on monthly basics. -Developed detailed ad-hoc financial reports for management to plan & forecast the annual budget.

Jan 2013 to Aug 2014

Junior Officer at HDFC Sales Ltd

Handelling the marketing of HDFC LTD handelling the customers selling the home loan products of HDFC LTD

PROJECTS

Supply Chain Management, 1552 Days

-Maintain the Quality of the handled process as per the given parameters. -Satisfy the customer with quality of delivery of the team of agents. -To audit given no. of E-mails and to give feedback to agents constant updating of E-mail core process-Working knowledge in data preparation. -To take steps and bring necessary changes for process improvement. -Check on regular basis T-CSAT score of the agents for customer interaction.