

BICHITRANANDA SAHOO

TEL:+916372051324

E-mail: bichitrakumars@gmail.com

A Techno commercial officer with 11 years of experience in Raw Materials, Procurement, Logistics, Inventory handling of materials with cost saving measures.

Experience Summary

Employer: **Dilip Buildcon Ltd**
Designation: Asst Manager – Logistics & Dispatch
Functional area : **Coal Logistics**
Duration : May 2024 – Present

Roles & Responsibilities:

- Co-ordination with siding official, contractor for day to day movement of materials.
- Look after the Railway Rake movement of COAL from railway siding to different location of India
- Look after to maintain in control of DC, Hauling
- Responsible to Liaisons with CIL, Railway officers on daily basis.
- Responsible to Dispatch of Coal from Mines to Railway Siding through Tippers/Hyva to Railway Siding for dispatch of materials
- Taking care of Labour arrangement for manual loading/unloading of Materials at Mines Stock yard/Siding.
- Looking after the Logistics MIS, Daily & Monthly and reporting to Management.
- Responsible to check with DC, and other penalties & cross verify with RR

Employer: **PJ Minerals International Pvt Ltd**
Designation: Supply Chain Analyst
Functional area: Logistics, Procurement
Duration: Dec 2023 – May 2024

Roles & Responsibilities:

Logistics:

- Co-ordination with siding official, contractor for day to day movement of materials.
- Look after the Railway Rake movement of COAL, IRON ORE, FLUXES, MN ORE, CHROME ORE
- Look after to maintain in control of DC, WC, Hauling
- Looking after the GRN Movement of the goods
- Look after Dispatch of materials through Rake or Truck/Hyva
- Looking after for shifting of material by Truck/Hyva to stock yard, both plant and Stock site
- Taking care of day to day dispatch of materials planning through Rail and Road.
- Taking care of Labour arrangement for manual loading/unloading of Materials at Siding.
- Looking after the Logistics MIS, Daily & Monthly and reporting to Management.
- Taking care of Road permit both rail and road to smooth movement of materials

Raw Materials Purchase:

- Procuring the materials of Chrome Ore, Consumable materials, MRO and other Raw Materials from different location of India.
- Responsible for Monitoring PR/PO/WO/Vendor registration
- Looking after the monthly and annual budgeting of Procurement and demand planning.
- Monitoring of various Govt Statutory Return both monthly and annually like MCDR, IBM etc.

- Looking after Auction process to procurement of materials through MSTC or Metal Junction.

Employer	: Reliance Ind Ltd.
Designation	: Dy Manager – Supply Chain
Functional area	: Operation
Duration	: December, 2021- May 2023

Roles & responsibilities:

Purchase , Logistics

- Procuring the materials of consumables, packaging from different sources of India
- Responsible for price negotiation, vendor selection based on company norms.
- Responsible for Monitoring PR/PO/WO/Vendor registration through SAP/ERP.
- Looking after the daily, monthly and annual MIS report and escalated with management.
- Handel all logistics activities of the department include Incoming, GRN, Wastage control, Dispatch, Inventory posting etc
- Look after Dispatch of materials through Rake or Truck/Hyva
- Making different MIS report on daily, weekly and quartly basis
- Day to day reconciliation of materials as well as MIS as per management need.
- Taking care of Local Lesioning for smooth operation
- Inventory shrink MAP Value / MAP value of total dispatch in given period OR 701/702 on month of PI.

Employer	: Neo Metaliks Ltd.
Designation	: Assistant Manager –Commercial
Functionalarea	: Store & Logistics
Duration	: Apr, 2021- Dec 2023

Roles &Responsibilities:

Raw Materials Purchase:

- Procuring the materials of Iron Ore, Coal , Lime Stone, Dolomite, Quartz, Coke, Mn Ore and other Civil Procurement like Sand, Chips, Cement etc from different location of India.
- Responsible for Monitoring PR/PO/WO/Vendor registration through SAP/ERP.
- Looking after the monthly and annual budgeting of Procurement and demand planning.
- Monitoring of various Govt Statutory Return both monthly and annually like MCDR, IBM etc.
- Assisted Mgmt. to developing materials handling policies that created greater efficiency and less loss of Revenue

Logistics:

- Co-ordination with siding official, contractor and Railway official for for day to day Rake movement
- Monitoring Railway Rake Movement on daily basis and make WC/DC report.
- Looking after the GRN Movement of the goods include FG and RM of the store
- Looking after for shifting of material by Truck/Hywa to stock yard, both plant and Stock site
- Look after Dispatch of materials through Rake or Truck/Hyva
- Taking care of day to day dispatch of materials planning through Rail and Road.
- Taking care of Labour arrangementfor manual loading/unloading of Materials at Siding.
- Looking after the Logistics MIS, Daily & Monthly and reporting to Management.
- Taking care of Road permit both rail and road to smooth movement of materials

Employer	: Super Smelters Ltd.
Designation	: Jr. Manager - Raw Materials Procurement
Functional area	: Commercial (Raw Materials& Stores)
Duration	: April, 2017- May, 2020

Roles & Responsibilities:

Raw Materials Procurement:

- Procuring the materials of Iron Ore, Fluxes, Coke, Coal from different location of India
- Also procuring of Civil Items like Chips, aggregate, Sand , Cement from different location
- Responsible for monthly Production basis Raw Materials plan & Budget, coordination with user deptt & mgmt.
- Monitoring of various Govt Statutory Return both monthly and annually like MCDR, IBM etc.
- Preparation and Lesioning with Govt. mining department for New & renewal of License for Coal, Iron Ore, Lime Stone and Dolomite etc.
- Assisted Mgmt. to developing materials handling policies that created greater efficiency and less loss of revenue
- Bill Passing monitoring of Different Vendors related to Rake/By road material shifting, Escorting etc.

Logistics:

- Co-ordination with siding official, contractor and Railway official for for day to day Rake movement
- Monitoring Railway Rake Movement on daily basis and make WC/DC report.
- Looking after for shifting of material by Truck/Hywa to stock yard, both plant and Stock site
- Day to day GRN Movement of the store including Raw Materials
- Looking after the Logistics MIS, Daily & Monthly and reporting to Management.
- Taking care of Road permit both rail and road to smooth movement of materials
- Day to day dispatch of material from siding to rail yard, plant and outside of plant

Employer	:Electrosteel Steels Ltd.
Designation	: Procurement Officer
Functional area	: Commercial
Duration	: August, 2014-March 2017

Roles & Responsibilities:**Raw Materials Procurement:**

- Procuring the materials Iron Ore, Lime Stone, Dolomite, Coal from different location of India
- Responsible for create PR/PO/WO/Vendor Code in SAP
- Preparation of Return of Indian Bureau of Mines (IBM), Welfare Cess Return (WCess), Mining Return, both monthly and Annual in different location of Odisha, Jharkhand, Chhattisgarh and other Govt. Statutory Return
- Preparation and Lesioning with Govt. mining department for New & renewal of License for Coal, Iron Ore etc.
- Bill Passing of Different Vendors related to Rake/By road material shifting, Escorting etc.
- Monthly MIS/Annually related to stock, Consumption, Budget etc

Logistics:

- Looking after for shifting of material by Truck/Hywa to stock yard, plant site etc.
- Monitoring Day to day Loading/Unloading of Materials Pellet, Billet, MS Wire etc through Railway Rake.
- Looking after the outbound logistics for Pellet, Billet, WRM, for India and overseas.
- Freight analysis of Rail, Road And CHA Costing etc
- Look after Dispatch of materials through Rake or Truck/Hyva
- Taking care of siding official, contractor and Railway official for maintain WC/DC in control
- Taking care of day to day dispatch of materials planning through Rail and Road.
- Responsible for shifting of material by Hywa/Tippers from siding to Plant Site.
- Co-ordination with siding official, contractor and Railway official for maintain WC/DC in control

Employer	: Tata Steel Ltd
Designation	: Assistant (Project Service)
Functional area	: Projects Logistics
Duration	: Nov, 2012- Aug, 2014

Roles & responsibilities:

- Responsible to create PO/PI, Way bill through SAP/online
- Responsible for making GRN,GI of the incoming material to plant through SAP
- Daily monitoring of dispatch of consignment and report to Manager
- Checking and monitoring of incoming materials

- Responsible for looking vendor Bill passing, processing related to Logistics work
- Responsible for MIS, follow up vendor for related to incoming materials and report to Deptt Head.
- Documentation

- Employer : **GSN World Wide Logistics**
- Designation : Support Analyst
- Functional Area : Logistics
- Duration : Oct, 2011 – Nov, 2012

Roles & responsibilities:

Logistics:

- Responsible for Shifting Material from different country by Ship/Road/Rail Logistics.
- Co-ordination with International Ship Lines like, Maersk Line, CMA-CGM, OOCL, for scheduling of cargo
- Responsible to Loading/Unloading of Materials through Rail and Road Port, Local Rail Goods Yard.
- Controlling of DC/WCX
- Look after Dispatch of materials through Rake or Truck/Hyva
- Responsible for booking of Scrap, Finished Product over telephone, Email through Ship Lines
- Follow up for payment status over telephone, Email ,Chat
- Co-ordinate with local supply chain partner for Proper stacking /Placement of cargo

Scholastics

- S Graduate in Materials Management from IIMM, Kolkata
- S B Tech in CIVIL ENGG from BPUT, Odisha
- S CIVIL ENGG (DIP) from SCTE & VT, Odisha
- S Intermediate in Science from BV College, Odisha
- S Matriculation from Mahadev HS School, Odisha BSEBoard

Computer Literacy

- S MS-OFFICE
- S Internet Fundamental
- S SAP/ERP-MM/SDModule

Signature
(BICHITRANANDA SAHOO)