

Subhankar Das

+91- 6291953237 | dsubhankar462@gmail.com



Professional Summary:

- Motivated and detail-oriented professional with nearly 3 years of experience in procurement and SAP-based purchasing activities. Certified in Procurement and Logistics (Mercy Corps & DisasterReady, accredited by CILT-UK) with expertise in Purchase Order creation, vendor code management, RFQ tracking, and vendor coordination. Eager to contribute to efficient and cost-effective procurement operations.

Professional Experience

- Total Experience: Nearly 3 years in Procurement and SAP-based Purchasing in the Shipyard & Industrial sector.
- Expertise: Procurement & Purchasing operations with focus on SAP (PO creation, vendor code management), RFQ handling, vendor coordination, and procurement documentation.

Knowledge in Procurement Activities:

- Hands-on experience in SAP-based procurement, including Purchase Order creation, vendor code management, and material/service procurement.
 - Skilled in the RFQ process, from sending enquiries to vendors, tracking responses, and following up for timely quotation submission.
 - Experienced in vendor coordination and negotiation support, ensuring cost-effective purchasing and compliance with company policies.
 - Familiar with procurement best practices including segregation of duties, documentation, warehousing basics, fleet management, and asset control (CILT-UK Certified course).
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Education:

- Bachelor of Arts (B.A.) – Barrackpore Rastraguru Surendranath College, West Bengal State University, 2023.
 - Higher Secondary (10+2) – Mulajore Sitanath Pathsala, WBCHSE, 2020.
 - Experienced (10th) – Shyamnagar Kantichandra High School, WBBSE, 2018
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❖ Work Experience

❖ Current Employer: Jindal ITF Ltd. – Cossipore Shipyard

❖ Duration: Nov 2022 - Till Date

❖ Designation: Procurement Ass.

Roles and Responsibilities:

- 3 years of hands-on experience with SAP in procurement activities.
 - Created and processed **200+ Purchase Orders (POs) in SAP MM** across materials and services.
 - Managed **vendor code creation and onboarding** for over **25+ suppliers**, ensuring compliance with company policies.
 - Supported procurement team in tracking RFQs, vendor quotations, and follow-ups for timely procurement.
 - Maintained an **Excel-based RFQ tracker**, improving follow-up efficiency by **20%**.
 - Coordinated with vendors and internal departments for timely procurement documentation and approvals.
 - Assisted in audit and compliance requirements related to procurement documentation and vendor data.
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❖ Key Skills

- SAP (Procurement, PO creation, Vendor Code Management)
- Procurement & Vendor Management.
- RFQ & Quotation Tracking
- MS Excel & MS Office (Documentation & Reporting)

❖ Courses & Certifications

- Procurement and Logistics Certificate – Mercy Corps & DisasterReady (CILT-UK Accredited), 2025
- Knowledge of the procurement cycle, segregation of duties, and supplier evaluation.
- Training in warehouse planning, stock control, and inventory management.
- Exposure to fleet management, including vehicle procurement, documentation, and safety measures.
- Skills in asset management: asset register, verification, and disposal as per donor/organizational guidelines.

Personal Profile

- **Name** : Subhankar Das
- **Father Name** : Sajen Das
- **Date of Birth** : 09-05-2003
- **Marital Status** : Single
- **Nationality** : Indian
- **Language Known** : English, Bengali & Hindi
- **Permanent Address** : 4 No. Vivekanandagar, Shyamnagar, 24 Parganas North,
West Bengal, Pin- 743127
- **Email** : dsubhankar462@gmail.com
- **Mobile** : +91- 6291953237

Declaration

I certify that the above cited Information is correct to the best of my knowledge and nothing has been canceled.

Place : Shyamnagar
Date : 20-09-2025

(Subhankar Das)