

# **CURRICULAM VITAE**

## **Papiya Pramanik**

Project Process Coordinator

Bhatia Alloy Forgings Pvt Ltd.

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## **PROFESSIONAL SUMMARY**

- 3+ years of experience in P2P which includes Vendor Master Data Management, & Purchasing and Contract management
- Sound knowledge on CBO ERP software.
- Accountable for Global Supplier & Customer On-boarding and Due Diligence Investigation
- Run various data reports for business and all stakeholders per requirements
- Experience of preparing Monthly Dashboard, SLA Report, Supplier Overview report, Vendor data error report and Active supplier report, dormant supplier report and day-end report.
- Created/Maintained SOP's or DTP's on the process activity
- Experience of performing Dormant vendor activity/Vendor Cleanup Activity
- Experience of handling new work tools and involved in their testing

## **SKILLS**

- Vendor Master Data Management
- Vendor Queries Resolution
- Maintenance of Vendor Master Data
- MS Excel and PowerPoint
- Vendor reporting
- PO creation and its amendments
- Vendor relationship management
- Contract management

## WORK EXPERIENCE

### 1. Bhatia Alloy Forgings Pvt Ltd :

Feb 2024 to till now

#### Job Role: Project Process Coordinator

#### Responsibilities:

- Schedule meetings for senior management team and book conference rooms as needed
- Prepare agendas for monthly staff meetings and work with our Administrative Assistant to schedule
- Monitoring budgets, timesheets, and Swork schedules to ensure that projects are completed on time
- Responsible to Ensure efficiency of business operations
- Evaluate & make improvements to business processes
- Coordinating with vendors to obtain materials needed for projects, including ordering supplies or equipment and scheduling deliveries
- Coordinating with vendors to ensure that materials are delivered on time
- Providing support for other staff members by answering questions about procedures or policies
- Monitoring work quality to ensure that it meets company standards
- Supporting other teams with various administrative tasks
- Supporting other team members in daily followup with interdepartmental & Intra department follow ups.

### 2. Medsource Ozone Biomedicals Pvt Ltd. :

May 2020 to Feb 2024

#### Job Role: Service Coordinator

#### Responsibilities:

- Coordinating with 50+ service engineers and customers Pan India for service related issues.
- Accountable for Global Supplier& Customer On-boarding and Due Diligence Investigation
- Managing all administrative and business queries on Master Data Admin (On-boarding/Creation/Modification) and due diligence related via the central mailbox and calls
- Understanding business needs and provide managed service solution and triage to the right business channel
- To implement a culture of risk management including identifying key risks and implementing mitigating controls, regular reviews & monitoring of key risks
- Providing end user support and to become center of excellence for day to day support on Supplier Onboarding process
- Involve in contract renew and contract extension process
- Run various data reports for business and all stakeholders per requirements
- Involve in the creation/modification of Manual suppliers and Purchasing suppliers in ERP system

- Ensure any of the changes in Supplier master data base would be upheld by qualified verification documentation which is in line from risk control point of view
- Provide valuable support to team members on enquiry resolution/process visibility
- Conduct daily queue monitoring and responsible for coordinating with relevant case owners to ensure the operations are running as expected with a high-level service quality and within SLA
- Maintain Process Change & Update Tracker and organize internal meeting periodically to review and ensure the changes would be conducted in consistency internally
- Maintain process documentation like SOP's and business rules
- Ad-hoc and other relevant works assigned by supervisor(s)
- Ensure all requests contain the appropriate supporting documentation and comply with corporate requirements before they are implemented into ERP.
- Audit data quality of all ERP vendor data across and coordinate resulting data cleansing activities.
- Develop and maintain solid working relationships with Procurement, Expense Payables and varying business departments/functions to resolve issues pertaining to vendor data to ensure accuracy of internal information.
- Involved and managed end to end reporting – Weekly Dashboard, SLA report, Vendor error report, overview report, dormant run and active supplier report
- Verification of supporting documentation for the creation and updating of vendor.
- Providing training to new joiners.
- Taking care of vendor queries end to end over email.
- Execute Mass request for Vendor Reactivation and Deactivation.

## EDUCATION AND QUALIFICATION

Year	College/School Name	Degree/ Specialization	Board/University
2021	Kalinga University	-	B.com
2016	DC Model Sr. Sec. School	(NIOS) Govt. Of India	12th
2010	DC Model Sr. Sec. School	CBSE	10th

## CERTIFICATIONS

- Procurement management by Great learning.

## PERSONAL INFORMATION

Husband's Name	Mr. Arnab Das
Date of birth	01-Feb-1993
Nationality	Indian
Marital Status	Married
Languages Known	English, Hindi, Bengali

I hereby declare that all the information given above is true and best known to me.

Place: Faridabad

Date:

(Papiya Pramanik)