

# RAJENDRA PRASAD GHOSH

## OPERATIONS MANAGER/ANALYST

[rajendra.prasad86@gmail.com](mailto:rajendra.prasad86@gmail.com) | [LinkedIn](#) | [GitHub](#) | Mobile: +919861916148  
Bankura (West-Bengal)-722155

---

### PROFESSIONAL SUMMARY

Experienced professional with 6+ years in contract management, and procurement at NTPC/UPL/M/s Vicky Enterprises. Skilled in vendor management, procurement optimization (PO), and inventory documentation using NTPC SAP. Proficient in leading vendor meetings, performance reviews, and training sessions to drive team growth. Expertise in data analysis for strategic planning and business development.

---

### SKILLS

- Professional: vendor management, procurement management, strategic sourcing, procurement operations, purchase, supply sourcing, vendor development, supply chain management, SAP, CRM cold calling.
- Programming: Python, SQL, Advanced Excel, ML
- Soft Skills: Attention to detail, critical thinking, excellent verbal and written communication
- Additional Skills: Negotiation Skills, Client Relationship Management, Business Development

### EMPLOYMENT HISTORY

**Store/HR/ NTPC/UPL/M/s Vicky Enterprises, Angul Talcher Thermal**

**Jan 2017 - July 2023**

- Facilitated vendor communication and E-tendering processes as the main liaison, ensuring seamless relations. Managed end-to-end procurement operations, including document management, POs, and regulatory compliance. Maintained accurate inventory records in the NTPC SAP system to meet organizational standards. Coordinated vendor meetings, gathering feedback and fostering partnerships for continuous improvement. Conducted performance reviews and training sessions to boost team productivity and retention. Orchestrated HR and event management activities at the Employee Development Centre to enhance engagement and growth.

**Business Development Associate | Parasmani Education**

**April 2024 – July 2024**

- Developing and executing strategies to drive business growth and expand market reach.
- Collaborating with the sales team to identify and pursue new business opportunities.
- Managing client relationships to ensure satisfaction and long-term partnerships.
- Analyzing market trends to inform business development strategies.
- Preparing and delivering presentations to potential clients.
- Conducting cold calls to generate leads and initiate new business relationships.

### EDUCATION & CERTIFICATIONS

- Data Science with Python Program: Skill Academy By Testbook, Aug 2022 – Aug 2023
- MBA in HR: Periyar University, June 2009 - Aug 2011
- Bachelor of Arts (BA): Angul Autonomous College, Utkal University, April 2004 - May 2007

### VOLUNTEERING AND COMMUNITY INVOLVEMENT

- Volunteering for Isha Foundation Ashram Call Centre Support: Sept 28, 2021 - Nov 30, 2021
  - Volunteering for UNFPA Asia-Pacific Accelerate Digital Campaign: 2-week from Oct 10, 2023, to Oct 24, 2023
-