

RESUME

BIBHUTI BHUSAN CHAKRABORTY
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Professional Objective:

Seeking a suitable position in a reputed Organization where my experience & knowledge can be exercised in achieving the organizational goals

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Present Employment History :-

Jalan Enterprises

Designation: Procurement Manager

Location: Kolkata

Duration: From 1st April 2023 to Till Today

Company Profile:

Jalan Enterprises has gained immense expertise in offering Civil Contractor, Railway Products, Cable Tray etc. are located in Kolkata, West Bengal and providing Civil Contractor, Railway Products, Cable Tray to the clients, and working as contractors of W.B. Govt. (PHE Dept) for Jal Jivan Mission (JJM) works

Job Profile :-

- 1) Taking Quotation and arranging for purchase of materials.
 - 2) Recruit New Vendor / Suppliers
 - 3) Meet with Vendors / Suppliers for materials procurement and for the Commercial issues.
 - 4) Maintaining and Managing Stocks at site
 - 5) Visit at site for Co-coordinating with Site Supervisor for stock related issues.
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Past Experiences :-

1) JAKSON LIMITED

Designation: Sr. Executive (Commercial)

Location: Kolkata

Duration: From 15th February 2016 to 2nd March 2023

Company Profile:

Jakson is India's leading power solutions group with businesses in Generating Sets and Equipment, LV & MV Switchboards, Solar, Electrical and Civil EPC, Hospitality, Education. The company is dedicated to serve its customers with its best-in-class products and end-to-end solutions delivered with engineering excellence and inspired by a culture of innovation build over a history of seven decades.

Job Profile :-

- 1) Follow up and collection of payments against BOOK DEBTS
- 2) Maintenance of various documents
- 3) Meet with Customers for Commercial Related Issues and monitoring the Commercial issues.
- 4) Maintaining Bank Guaranties as per Customers PO
- 5) Introducing new Customers and Vendors Master Codes into the system
- 6) Co-coordinating with HO Accounts Team for Accounts Reconciliation and other Commercial Issues
- 7) Maintaining Back Office Operations as per requirement of department.
- 8) Time to time support for system generated report to office staff, statutory body and Corporate.

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2) SWITCHING AVO ELECTRO POWER LIMITED

Location: Kolkata

Duration: From 19th August 2012 to 10th February 2016

Company Profile:

Switching AVO Electro Power Limited , a Kolkata based company, the largest Manufacturing House of UPS. It has 17 branches in India.

Job Profile :-

- a) Invoicing for Kolkata branch.
- b) Preparation of Purchase Order through system for Kolkata branch
- c) Preparation of GRN and maintained stock in store
- d) Credit Note raise through system
- e) Sales Return, Dealers Credit Limit, Dealers Credit days etc. for branches

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3) HERO POWER Pvt. Ltd.

Designation: Asst. Manager – IT & HR

Location: Kolkata

Duration: From 7th July 2010 to 18th August 2012

Company Profile:-

HERO POWER Pvt. Ltd. , a Kolkata based company, the largest Distributing House and Industrial & Automotive Batteries manufactured by EXIDE INDUSTRIES LIMITED, Su-Kam Power System Limited and UPS, INVERTERS manufactured by LUMINOUS POWER TECHNOLOGY , Su-KamPower System Limited, Switching AVO Electro Power limited.

Job Profile :-

I) SYSTEM RELATED

- a)Support Tally ERP 9 Software as per Corporate Policy for all Branches in India.*
- b)Looking after trouble shooting aspects of software (Tally ERP 9) for All Branches.*
- c)Coordinating with other staffs (including branches) for their operating (Tally ERP 9) problem*
- d)Support Hardware related problem (minor) for Branch. (Kolkata).*
- e)Coordinating with service vendor for service and trouble shooting of system for all Branches*
- f)Coordinating with the change of software (Policy) to the members of staff.*
- g)Coordinating for purchase of computer stationary for the Branch.*
- h)Provide training as and when required to members .*

II) HR RELATED

- a)Maintain Various Policy of Recruitment , Staff details, Payroll*
- b)Maintain staff Attendance register, Leave Register,*

III)OTHERS

- a)Invoicing through system.*
 - b)Preparation of Purchase Order through system*
 - c) Preparation of GRN and maintained stock in store*
 - d)Credit Note raise through system.*
 - e)Giving approval (Sales Return, Dealers Credit Limit, Dealers Credit days etc.) to all branches after analyzing the data.*
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4) PAE Limited (Formerly Premier Auto Electric Limited)

Designation: Jr. Executive - System

Location: Kolkata

Duration: From November 1999 to 6th July 2010

Company Profile :-

PAE Limited, a Mumbai based company, the largest Distributing House of Automotive Spares Parts manufactured by CEEKAY DAIKIN LIMITED, GABRIEL INDIA LIMITED, PUROLATOR INDIA LIMITED, EMMBROSS AUTOMOTIVE LIMITED etc. and Industrial & Automotive Batteries manufactured by EXIDE INDUSTRIES LIMITED and UPS, INVERTERS manufactured by LUMINOUS POWER TECHNOLOGY , POWERWARE INT. PVT. LTD.

Job Profile :-

II)SYSTEM RELATED

- a) Support own accounting ERP Software (TBS) as per Corporate Policy for all Eastern Branches
- b) Looking after trouble shooting aspects of software (TBS) for East as a whole.
- c) Coordinating with other staffs (including branches) for their operating (TBS & Others) problem
- d) Support Hardware related problem (minor) for Branch. (Kolkata).
- e) Coordinating with service vendor for service and trouble shooting of system of East.
- f) Coordinating with the change of software (TBS) to the members of staff.
- g) Coordinating for purchase of computer stationary for the Branch. (Kolkata)
- h) Provide training as and when required to members of East.

II)DAILY OPERATION

- a) Invoicing.
- b) Preparation of Purchase Order through system and follow up with Corporate Office for approval.
- c) Preparation of GRN and maintained stock in store.
- d) Coordination with stores for dispatch of materials
- d) Participated stock audit with Internal and Statutory Audit Team
- e) Credit Note raise through system including return and follow up for approval with Corporate.
- f) Time to time support for system generated report to office staff, statutory body and Corporate.
- g) Looking dealer's warranty.

****Attended various training program at Mumbai Corporate Office**

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Educational Qualification

<i>Standard</i>	<i>Board/ University</i>	<i>Year of Passing</i>
<i>Bachelor of Commerce (Graduate Degree)</i>	<i>University of Calcutta</i>	<i>1997</i>

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Technical Qualification

- 1)DSA : Diploma In Software Application From Institute of Computer Engineers (India)*
2)DSA : Diploma In Computer Application From Institute of Computer Engineers (India)

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Personal Information

Date of Birth : *June 2nd, 1974*
Father's Name : *Lt. Bidhu Bhusan Chakraborty*
Marital Status : *Married*
Current CTC : *3.41 Lacs /Annum*
Expected CTC : *Negotiable*
Notice Period : *Two Months*
Hobbies : *Listening Music, Reading Magazines , playing Drama*

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Signature



(Bibhuti Bhusan Chakraborty)