

## CURRICULAM VITAE

- 1) **Name** : PALASH CHAKRABORTY
- 2) **Father's Name** : Late Sri Dipen Chakraborty
- 3) **Date of Birth** : 07-02-1973
- 4) **Address** : 22/C Dr. S. P. Mukherjee Street,  
P.O. – Konnagar, Dist- Hooghly, Pin – 712235.  
E-mail : [pchakraborty12@gmail.com](mailto:pchakraborty12@gmail.com)
- 5) **Contact Number** : Mobile - **7059903784**
- 6) **Educational Qualification** :

Name of Exam.	Name of the Institution	Year of Passing	Division / Percentage of Marks
Madhyamik	Nabagram Vidhyapith, Konnagar	1989	2 <sup>nd</sup> Div. 54 %
Higher Secondary	Nabagram Vidhyapith, Konnagar	1991	2 <sup>nd</sup> Div. 47%
B.Com (Hons)	City College, Kolkata	1994	2 <sup>nd</sup> Class 45%

- 7) **Professional Qualification** : Knowledge of Computer Operating  
(M.S.Word, Excel, **Tally ERP-9, SAP**, Internet, E-mail)

- 8) **Experience** :
- (i) Working as a **Dispatch Incharge** at **Nipha India Pvt. Ltd.**, Chandannagore, Hooghly & handling all dispatch activities From Sept'2020 onwards I am working in this Factory. Raw material & Finished Goods stock maintain. Making Invoice, Packing List, Way Bill, E-invoice for dispatch of goods. Negotiate with transporter for vehicle arrangement for material delivery. Weekly sale report send to Sales Dept. & GM. Co-ordinate with Sales dept. regarding sales order & try to dispatch the material on time. knowledge in store GRN entry after physical verification of incoming materials. Doing Jobwork Challan, debit & credit note issued to party, physical stock taking & match with inventory stock

(ii) 8 years working experience at **M/s. Ergoflex (I) Pvt. Ltd.** as a **Store In-charge** in Factory Store dept. & handling Raw materials & Finished Goods, maintaining Inventory through Tally ERP-9 & Dispatch of Finish Goods. I am working from 22<sup>nd</sup> Feb'2011 to 31<sup>st</sup> Aug' 2020.

### Job Responsibilities :-

Working as a **Store In-charge** in Factory Store Department. Maintain Raw Materials & Finished Goods stock separately in store & also maintain inventory in Tally ERP-9. Making of Purchase Indent from store & send to purchase dept. for purchasing of raw materials. Preparation of GRN after physical verification of incoming material with Purchase Order & after that Proper stacking of incoming materials in store area & issue the materials with FIFO basis. Making daily basis entry of GRN, Manufacturing Journal, Stock Journal, Debit Note issue for defective material. Preparation of monthly Stock valuation report of Raw Materials & Finished Goods. Loading of packing finished goods in truck from FG store for despatch of materials. Making NRRP & RGP & also Preparation of Challan, Invoice, Packing List, Way Bill for dispatch of Finished Goods to buyers. Making of quarterly analysis of non-moving items grading report & sent to H.O. Maintain SKU numbers for raw materials & finished goods for proper identification of materials. Weekly cleaning of store area. Preparation of vendor rating analysis. Co-ordinate with purchase dept. for proper supply of materials & also Co-ordinate with transporter for dispatch of finished goods.

(2)

(iii) Two and half years working experience in **M/s. Fortune Furnitech Pvt. Ltd.** as a **Store Keeper** in Factory situated at Baidyabati, Hooghly from 10<sup>th</sup> Oct'08 to 20<sup>th</sup> Feb'11.

**Job Responsibilities :-**

Working as a **Store Keeper** in Store Dept. (internal store area 5000 Sqft. Approx.) with store's casual. Handling raw materials & finished goods in store. Making of Stock entry in Tally ERP-9 independently, Minimum Stock Level maintain in Store Dept. GRN raise after Physical verification of incoming materials, Making of monthly Stock Valuation Report, Maintaining Location Matrix, Proper stacking of Incoming Material in store area. Project-wise dispatch of finished goods to dispatch dept., Quarterly analysis of Non-moving items grading report & sent to H.O. Finished Goods stock maintain in FG Store. Daily basis Finished Goods status report making & sent to H.O. Preparation of Vendor rating analysis. After packing & loading of materials, Preparation of Packing List , Challan, Bill for dispatch of Finished Product from factory to buyers. Scrap material details maintaining & sent scrap materials to production dept. as when needed for production. Weekly cleaning & proper racking of raw materials in store area.

(iv) Four years working experience in **M/s. Evergreen Drums & Cans Pvt. Ltd.** as a **Assistant Store Keeper** in Kolkata from June'04 to Sept'08.

**Job Responsibilities :-**

Working as a **Asst. Store Keeper** in store dept. Maintain of Inventory in Tally 9 independently. The duties includes maintain of accountable records, monitoring physical inventories and location surveys and resolve inventory discrepancies. Making of Daily basis entry of GRN, Stock Journal, Manufacturing Journal, Rejection Entry in Tally ERP-9. Issue of raw materials on FIFO basis. Making of Stock Valuation report & sent to H.O. monthly basis. Preparation of Invoice, Challan for sending finished goods from factory to buyers. Co-ordinate with transporter for dispatch of finished goods.

(v) Three years working experience in M/s. Sharda Group of Companies as an **Accounts Clerk** in Kolkata from April'01 to March'04.

**Job Responsibilities :-**

Working as an **Accounts Clerk** in account dept. Daily accounting entry in Tally, BRS Preparation, Payment recovery from debtors, Creditors payment, Banking jobs etc.

[ PALASH CHAKRABORTY ]