

CURRICULUM VITAE

Pallav Bhattacharjee

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Career Objective:

To pursue a growth oriented career with a progressive company that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization.

Present working at : ASTRAL LTD (Astral Polytechnik Ltd)

Period : From Feb'23 TO Apr'23

Designation : EXECUTIVE OF STORES & DEPOT

Job Profile:

- ❖ Billing in Sap.
- ❖ Handing Petty Cash.
- ❖ Taking Sales Return.
- ❖ Dispatch.
- ❖ Inventory Maintain.
- ❖ Ewaybill Generation
- ❖ Grn.
- ❖ Work in Sap.
- ❖ Unloading.
- ❖ SAV/CTV adjust in system.
- ❖ Daily Report maintain
- ❖ Mailing.
- ❖ File records maintain.
- ❖ Customer Support.
- ❖ Labour Handling.
- ❖ Stock taking , making stock report & indents for urgent materials
- ❖ Transporter follow-up for timely delivery of goods to customer
- ❖ Taking note of customer grievances and reporting them to Admin Head

Previous working at : (PAREKH INTEREGRATEDSERVICES LTD)

Period : From OCT'2016 TO NOV'2022

Handling Project for : KANSAI NEROLAC PAINTS LTD .

Designation : SR. OPERATION EXECUTIVE

Job Profile:

- ❖ Daily Stock report Maintain
- ❖ Checking Stock register physical vs System in Sap
- ❖ Sales return Raise & Generate the Credit Notes
- ❖ Billing(materials/Gift/Shade Card)

- ❖ Shipment updation of daily Despatch
- ❖ E waybill Generation
- ❖ Srv Records Maintain
- ❖ Credit notes & Invoices prints send it to Customers
- ❖ Acknowledgment updation in Sap.
- ❖ Maintain Upto date Confidential Files
- ❖ Customer Follow-up.
- ❖ MiS Report.
- ❖ Taking Grn of Inbound Materials.(migo)
- ❖ Creating Stn.
- ❖ Telephonic Support.
- ❖ Maintain Pop Materials.
- ❖ Reporting to HO details of Short/ Excess./Damage details

Previous working at : UDS Pvt Ltd (C/O-Ych Logistics India Pvt. Ltd)

Period : From Dec'2013 till Dec'2015

Handling Logistics for : NCR Corporation India Pvt Ltd. .

Designation : Logistics Associate Cum Store Incharge

Job Profile :

- ❖ Managing day to day operation activity & customer Interaction
- ❖ Maintain All records for regular Dispatches & preparing Stn.
- ❖ Update Daily Inbound Stock report in (WMS)
- ❖ Defective collection & reverse it to Hub (Mother plant)
- ❖ Follow up with CSE (Customer service Engineer)
- ❖ Maintain stock register,Rod Permit Register.
- ❖ Sending Inbound stock details to H.O.
- ❖ Mailing,
- ❖ Stock maintain.
- ❖ invoice entry.

Managing the day to day operational activity & customer interaction

- ❖ Maintaining all the records for regular dispatches & preparing STN(Stock transfer note)
- ❖ Updating cheque details
- ❖ Provided telephone support.
- ❖ Defective collection.
- ❖ Follow up with customer.
- ❖ all kind of register maintain.
- ❖ Maintaining Supplier details ..
- ❖ Grn.

Job Profile:

- ❖ Interacting with customers to solve their requirements & queries
- ❖ Handling both Inbound and Outbound shipments.
- ❖ Coordination with hubs/godowns for stock movement.
- ❖ Reconciliation of stock weekly/monthly.
- ❖ Warehouse & Stock management.
- ❖ Processing and maintaining materials management details and files, buy orders, invoices, receivers, packing slip.
- ❖ Performing general office.

- ❖ **Provided telephone support.**
- ❖ **maintained up-to-date confidential client files.**

Communication Skill Sets:

- ❖ **Verbal** - Hindi, Bengali, English, Assamese
- ❖ **Written** - English, Bengali, Assamese

Educational Qualification:

- ❖ *10th – Netaji Vidyapith Railway HS school (Assam Board) 2010*
- ❖ *10th +2 – Paschim Guwahati Mahavidyalaya (Assam Education Council) 2012*
- ❖ *Bachelor degree from GAUHATI UNIVERSITY (B. Com), (Year 2015)*

Computer Knowledge:

- ❖ Ms-Word, Ms-Excel, , Internet & Outlook Express, Pivot Table, Hlookup, Vlookup

Personal Details :

- ❖ Date of Birth : 2th Oct. 1992.
- ❖ Mother : Kalyani Bhattacharjee.
- ❖ Sex : Male
- ❖ Nationality : Indian
- ❖ Marital Status: Unmarried.

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I do hereby solemnly declare that all the information's made above are true to the best of my knowledge and belief...

Place:- Guwahati

Pallav Bhattacharjee
