

R E S U M E

DHRITOSH SARKAR

Cell No. : (91) 94339 61062

E-mail id : dhritosh@yahoo.com



PRESENT ADDRESS :

House of : Mr. Nirapada Mandal,
Block – C7, Durgachak Colony,
P.O. – Durgachak, Haldia – 721602.
West Bengal.

PERMANENT ADDRESS :

“Shantiniketan Building”,
Flat No. : 2, 1st Floor,
35U, Middle Road, Santoshpur,
Kolkata–700075, West Bengal.

Career Objective : To work for a reputed organization for utilizing my long experience & creativity in inventory management and contributing towards business and growth of the Industry.

DETAILS OF EMPLOYMENT :

- Working as **Manager** in **Sayan Engineering, Haldia** [looking after Stores, Purchase, HR, Admin, Accounts & other official works] from June, 2018 to till now.
- Worked as an **Officer (Stores)** in **Shree Renuka Sugars Ltd.** (the second largest Sugar Refinery in India), **Haldia** from 17TH May, 2016 to 08TH May, 2018.

JOB RESPONSIBILITIES WERE : Complete online maintenance of inventory in ERP
(SAP MM Module, SA ECC-6)

Details of work done :

- ✓ Materials receiving, checking & storage with proper identification tag under various category.
 - ✓ Preparation of MRN and GRN [SAP T-Code : MIGO, ME23N].
 - ✓ Preparation of Purchase requisition for materials & consumables under different category. [SAP T-Code : ME51N & ME21N]
 - ✓ Maintenance of Stock Verification under perpetual inventory system and necessary adjustment, if required.
 - ✓ Generating different types of standard and special reports showing Material movement, RGP, NRGP etc. for the Management [SAP T-Code : MB51, MB21, MB22, ME23N, MMBE, MM60, VL31N etc.] .
 - ✓ Maintenance of Ordering Level, Ordering quantity, Minimum level, Critical Level etc.
- Worked as an **Officer (Stores)** in **Shree Renuka Sugars Ltd.** (the second largest Sugar Refinery in India), **Haldia** from 2ND May, 2011 to 10TH August, 2015.
 - Worked as an **Executive Accounts** in **Eva Exotica Pvt. Ltd., Siliguri, W.B.** from February, 2011 to April, 2011.
 - Worked as **Store Keeper** in **Pennco Enterprises Pvt. Ltd., Siliguri, W.B.** from July, 2010 to February, 2011.

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- Worked as **Store Keeper, K.O.C. Project, KUWAIT in Bridge & Roof Co. (I) Ltd., KUWAIT** from August, 2008 to June, 2010.
- Worked as **Stores In-charge in Sreejan Towers Pvt. Ltd., Kolkata** from December, 2007 to July, 2008.
- Worked as a **Stores Officer, Pearl Project in Simplex Infrastructure Ltd., DOHA, QATAR** from May, 2007 to December, 2007.
- Worked as a **Stores Assistant in South City Parivar Pvt. Ltd., Kolkata** from May, 2006 to May, 2007.
- Worked as an **Office Assistant in Alcove Construction Pvt. Ltd., Kolkata** from May, 2005 to May, 2006.
- Worked as a **Computer Operator in Deepak Metal Works Pvt. Ltd., Kolkata** from January, 2002 to May, 2005.
- Worked as a **Computer Operator in Bridge & Roof Co. (I) Ltd., Kolkata** from June, 1997 to December, 2001.

EDUCATIONAL QUALIFICATION :

- B. Com from the University of Calcutta in the year 1993.

COMPUTER EDUCATION :

- Qualified “Professional Diploma in Software Technology & System Management” from National Institute of Information & Technology (N.I.I.T.), Kolkata in 1995.
- Completed departmental training in ERP (SAP MM Module, SA ECC-6) under Shree Renuka Sugars Ltd. and working online in the system.

PERSONAL DETAILS :

Date of Birth : : 15th March, 1971.
Father’s Name : : Late Samiran Kumar Sarkar
Nationality : : Indian.
Language Known : : Bengali, Hindi & English.
Marital Status : : Married.
Hobby : : Photography, Travel, Indoor games and cooking specialized dishes.

Date :

Place : Haldia

(Dhritosh Sarkar)