

Resume

Kousik Adak

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Objective: -

Looking forward for an opportunity in a challenging environment, where I can utilize my experience and skills in contribution effectively to the success of the organization and also for the improvement of my personal skills.

Professional Experience:

- **Preparing bills for payments and estimating quantities.**
- **Preparing Site Supply Billing.**
- **Preparing Site Erection Billing.**
- **Site Sub Contractor Billing.**
- **CRM in EIP.**
- **Documentation Maintenance.**
- **Analysis of rates of BOQ and non BOQ items.**
- **Maintaining Meter database.**
- **Maintaining records of work executed.**
- **Tally Bill Preparation.**

Experience Details:

- **Working as Planning Assistant in Larsen & Toubro Limited.**
- **Amazon Warehouse Picking & Packing Executive.**

Education qualification: -

- **B.A Graduation with 49% in 2012 from Panskura Banamali College, Panskura.**

Technical Skills: -

Tools	MS Office & Power point.
Operating Systems	Windows- XP , Win7, 8, 8.1, 10

Project Details: -**Project 1 #**

Client	WBSEDCL, Purba Medinipur
Organization	Larsen & Toubro Limited.
Duration	Sep 2013- May 2016
Role	Planning Assistant
Project Name	BRGF PK-10 th

Project 2 #

Client	ODSSP, Sambalpur_Odisha
Organization	Larsen & Toubro Limited.
Duration	Jun 2016- Mar 2017
Role	Planning Assistant
Project Name	33/11 KV Sub-Station and Associated Lines Under Package-4 of Phase-II(R) of ODSSP Sambalpur.

Project 3 #

Client	WBSEDCL, Purba Medinipur
Organization	Larsen & Toubro Limited.
Duration	Apr 2017- July 2022
Role	Planning Assistant
Project Name	DDUGJY PK-10 th

Project 4 #

Organization	Amazon Pvt Ltd
Duration	Sep 2022- Oct-2022
Role	Amazon Warehouse Picking & Packing Executive

Project 5 #

Organization	SR MARBLE
Duration	NOV 2022
Role	Account Assistant, Preparing Bills & Document Maintenance

Personal Details:-

Father's Name : Kanai Lal Adak
Date of Birth : 21thNov 1990
Gender : Male
Citizenship : Indian
Languages Known : Bengali, Hindi, and English
Address : Alinan, Tamluk, Purba Medinipur

Declaration:-

I hereby declare that all the particulars furnished above are true and correct to the best of my Knowledge.

Place: Tamluk

Date:

(Kousik Adak)