

## CURRICULAM VITAE

### PUJA DAS

Email: [daspuja1796@gmail.com](mailto:daspuja1796@gmail.com)

Mb No: 9830483641/ 7003981789

Address: Serampore Colony, Ward No. 1,

PO – Mallickpara, Dist – Hooghly, Pin – 712203



### CAREER OBJECTIVE

Intend to build a career with leading corporate with committed & dedicated people, that will help me to explore myself fully and realize my potential and develop myself with conjunction to the betterment of the esteemed firm.

### CAREER HISTORY

#### **Alcove Developers LLP**

**Sr. Officer** (01<sup>st</sup> April, 2021 – Present)


**ERP Assistant** (17<sup>th</sup> June, 2019 – 31<sup>st</sup> March, 2021)

- ⇒ Analyse the requirements of the project and estimate the materials & labours accordingly in Highrise ERP.
- ⇒ Raise Indents, Work orders in Highrise ERP.
- ⇒ Request for quotations from vendors for materials and services and suggest the management team about the most cost-effective option.
- ⇒ Vendor Registration in Highrise ERP.
- ⇒ Coordinate with store department to maintain Stock Report.
- ⇒ Maintain report of Received Material against Indented Material.
- ⇒ Estimation, Requisition & Production of RMC in Highrise ERP.
- ⇒ Prepare Bills of the Sub-Contractor/Sub Agency in Highrise ERP.
- ⇒ Execute costing related activities concerning civil projects.
- ⇒ Process Issue Request to store by booking the material in proper WBS Task in Highrise ERP.

#### **Srijan Star Realty LLP**

**Junior Purchase Executive** (23<sup>rd</sup> April, 2018 – 15<sup>th</sup> June, 2019)

- ⇒ Process Purchase orders in Construction Software.
- ⇒ Contact to suppliers to resolve missed deliveries, short supply and pricing discrepancies.
- ⇒ Responsible for maintaining and handling Purchase Orders, Work Order & Service Contracts.
- ⇒ Manage files and documents of Purchase Department.
- ⇒ All Entries (Indents, PO, WO, GRN, Bill Certification) in Construction Software.
- ⇒ Settlement of Purchase Bills. (Attached with GRN, PO)
- ⇒ Maintain identity records of Service Provider/ Vendor/ Contractor.
- ⇒ Price Negotiation with Vendor & Contractor.
- ⇒ Contact to store departments in site for solving bill related problems
- ⇒ Coordinate with store department to maintain Stock Report in Site.

	<p><b><u>Master of Arts in English</u></b> Rabindra Bharati University (DDE) ~ Appearing</p> <p><b><u>Bachelor of Arts (English Honours)</u></b> Calcutta University (2018) ~ 44%</p> <p><b><u>Higher Secondary Examination</u></b> WBCHE ~ 87.2%</p> <p><b><u>Madhyamik Examination</u></b> WBBSE ~ 80%</p>
<b>TECHNICAL SKILLS</b>	<p><b>Operating System:</b> Windows XP, 7, 8,10</p> <p><b>Tools:</b> Highrise ERP, Tally ERP9, Construction Software, MS Excel, MS Word, MS Power Point.</p>

### **PERSONAL DETAILS:**

Date of Birth : 17-12-1996

Nationality : Indian

Sex : Female

Marital Status : Unmarried

Father's Name : Tapan Das

Mother's Name : Soma Das

Hobbies : Listening to Music, Reading Story Books, Singing

Strengths : Positivity, Seriousness, Self Confidence, Dedication

Language Proficiency : English, Hindi, Bengali

### **DECLARATION:**

I do hereby declare that all the above information is true and correct to my knowledge.

Place:

Date:

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(Puja Das)