

RIYA SARKAR

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OBJECTIVE:

To further my career with an organization of repute having good culture and professional atmosphere that provides a challenge and an opportunity to explore my capabilities, expand my horizon and contribute to the organization with all my capabilities to the utmost. For the benefit, well-being and goodwill of the company I would put in my whole efforts, hard-work and will work keeping in mind the reputation of the company, so that I can succeed at any challenge put forward.

ACADEMIC DETAILS:

- 2016: B.COM (Honours in accounting and finance) from CALCUTTA UNIVERSITY with 2nd Division.
- 2013: ISC (Commerce with Business Studies) from ST. THOMAS' CHURCH SCHOOL, HOWRAH with 75%.
- 2011: ICSC (Commerce with Mathematics) from ST. THOMAS' CHURCH SCHOOL, HOWRAH with 68%.

EXPERIENCE:

Joined Score Information Technologies Limited as a Management Trainee on 14th July, 2017.

Took over the role of an Executive- Process & Audit on 1st July, 2018 and have been working since.

Job Profile as an Executive- Process & Audit:

- Coordination with company projects department (ensuring proper requisition made and indent raised for materials that are not in stock)
- Coordination with company purchase department (Preparing purchase order, indicating if materials purchased within budget to take approval in purchase order , preparing reports to track timely material delivery and payment to suppliers and following up with the suppliers for delayed delivery or urgent delivery .)
- Service Purchase (Vendor Development, Rate negotiation, preparing work orders, Co-ordination of installation vendor / labour contractors with site in-charges to resolve any difference , Bill verification on commercial term to process for payment)

Job Profile as a Management Trainee:

- Material Item Code creation.
- Raise requisition in system as per requirement of projects department.
- Auditing travel bills of company engineers and technician.
- Registering ERP issues and co-ordinating with the software department to get issues resolved for smooth work process.
- Purchase bill verification and sorting out mismatches.
- Co-ordinating with stores and logistics to arrange and prepare material dispatch documents like issue slip, packing list, summery of serial numbers etc.

Achievements in SCORE INFORMATION TECHNOLOGIES LIMITED:

- Successful single handed service purchase for company projects with proper vendor development.
- Entire co-ordination for construction of SITL new warehouse (Material and service purchase along with co-ordination with civil in-charge and work audit)

CHARACTER TRAITS:

I am a responsible, realistic yet optimistic and a resourceful person in both my professional & personal life. Energetic, confident & motivated and always like to associate myself with positivity. A team player and am very easy to work with. Being a fast learner and my hard working nature has fetched me quite a success in the industry I am currently associated with. Still there is a willingness in me to explore and learn more in new roles and areas, which will further enhance my skills and increase my experience that will bring more success effectively & efficiently for me and for the organization I associate myself with .

ADDITIONAL KNOWLEDGE:

- Relevant knowledge about IT tools like MS Office (Word/Advance Excel/PowerPoint) and other Computer Hardware.
- Familiar with Outlook / rediff.

OTHER INTERESTS:

- Listening to Music
- Reading
- Travelling
- Watching Web & TV Series and Movies

PERSONAL DETAILS:

Name: Riya Sarkar

DOB: 5th July, 1994

Sex: Female

Marital Status: Unmarried

Nationality: Indian

Religion: Hindu

Language Proficiency: English (Read, Write, Speak)

Bengali (Read, Write, Speak)

Hindi (Speak)

Declaration: I declare that all information furnished above are TRUE and I shall be liable for any authentication or Verification, necessitated at any stage. For any change in any status, I shall disclose and update the profile.

Riya Sarkar
Place: Kolkata.