

SUDIPTO SARKAR

6/1/G, Haripada Mukherjee Street, P.O. Belgharia, Kolkata – 700 056

☎ +91 8240170377

✉ ssudipto1990@gmail.com

Well Conversant with SAP SD, Advance MS Excel, Word, PowerPoint with a rich exp. of 8+ Years

Seeking challenging assignments with MIS across the Industries preferably Bank, IT, Infrastructure, FMCG, FMCD, Foods & Beverages/ Confectionery/ Dairy, Home Appliances, Pharmaceuticals, Retail, Manufacturing, Iron & Steel, Small/ Heavy Machinery, Automobile/ Auto-ancillary.

PROFESSIONAL EXPERIENCE

■ TEAMLEASE SERVICES LIMITED

Since June 2019

Current Role	: HR Executive
Based At	: Kolkata
Designation	: Onside Executive – Bata India Limited

Role Objective

Maintaining various MIS Reports, looking after Business MIS & Payroll on regular basis.

➤ **Current Job responsibility:**

- Talent Acquisition, Grievance Handling & Salary Negotiation, Complete Joining formality
- HRMS Administration & Report Generation
- Pay Roll Process
- Pay roll Related Compliance like PF, ESIC & P Tax
- Business Process Improvements
- Team Handling

MIS

- Providing active effective MIS support to the Client Team – with various Reports
- Manpower analysis with Retails Store Business Data
- Manpower Budget Calculation
- Nonperformance Analysis
- Providing Monthly Various Formats
- Assist in finalization of different reports to the Auditor
- Employee Engagement, Rewards & Recognition.
- Handling Various HR Related Reports.

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■ KHADIM INDIA LTD

Dec 2015 – June 2019

Manufacturer of Footwear & Accessories

Current Role	: MIS Executive
Based At	: Central Distribution Centre, Kolkata
Designation	: Executive

Role Objective

Maintaining various data, looking after purchase operations and providing Business MIS on regular basis & when required.

➤ **Previous Job responsibility:**

- Daily Purchase Activities
- Coordinate with vendors

MIS

- Providing active effective MIS support to the Superior Team – with various database Manpower details
- Sales Tracking Report Providing to the Superior Team
- Providing Stock related any other requirements from Management
- Business data analysis
- Providing Stock Ageing Report to the Superior.
- Providing Monthly Various Formats
- Providing various report to the Auditor during Audit

■ JK FILES (INDIA) LTD

Feb 2013 – Dec 2015

A Subsidiary of Raymond Ltd.

Previous Role	: Depot Executive
Based At	: Plant Warehouse, Kolkata
Designation	: Executive / MIS

Role Objective

Maintaining various data, looking after Depot operations and providing Business MIS on regular basis & when required.

➤ **Previous Job responsibility:**

- Invoicing – All direct Invoicing and stock transfer Invoicing through **SAP SD**
- Material Management – Daily Stock Maintenance
- Logistics – Timely Stock in & Stock out /Dispatch

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MIS

- Providing active effective MIS support to company sales & Marketing team – with various database sales details.
- Sales/ Collection Target-vs-Achievement Status - Weekly/ Monthly/ Quarterly/ Yearly
- Sales Comparison Report - Category wise/ Item wise/ Customer wise

EDUCATIONAL CREDENTIALS

Bachelor of Arts (H) 2012

West Bengal State University

Higher Secondary (Arts) 2009

West Bengal Council of Higher Secondary Education

Secondary (Regular) 2007

West Bengal Board of Secondary Education

CERTIFICATIONS

- Diploma in Information Technology Application (2009)
- Diploma in Financial Accounting System (2013)

PERSONAL INFORMATION

Father Name : Late Kanti Bhusan Sarkar

Date of Birth : 20th Nov 1990

Language Proficiency : English, Bengali and Hindi

Marital Status : Unmarried

I hereby declare that all the above stated statements are true to the best of my knowledge and belief.

Signature