# CURRICULUM VITAE

**Name:**Mrs**.** Shaheli Mukherjee

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| **Permanent Address:** | 40B/3,K.C.C. Mitra Street, Belgharia, Kolkata –700056 |
| **Present Address:** | 40B/3,K.C.C. Mitra Street, Belgharia, Kolkata –700056 |
| **E- mail :** | shaheli\_mukherjee@yahoo.co.in/ [shaheli.mukherjee@gmail.com](mailto:shaheli.mukherjee@gmail.com) |
| **Ph. No :** | 7666025340/ 9903739766 |

# Working as Purchase Assistant.

**Objective:**

To seek a position where I can utilize my skills and abilities in any company, that offers professional growth while being resourceful, innovative and flexible.

# Completed SAP (MM module) on March 2014 from “Versicle Institute of Technology, Kolkata.

1. **Professional Background:**
2. M.B.A from ICFAI National College with specialization in **Finance** and obtained 65% and year of passing is 2007.
3. Passed B.B.A from Narula Institute of Technology in the year 2005 with 78% marks.
4. Passed I.C.S.E from Julien Day School, Ganganagar in the year 2000 with Major subjects as: English, Bengali, Mathematics, Physics, Chemistry, Biology, History, Geography and Commerce.
5. Passed I.S.C fromJulien Day School, Ganganagar in the year 2002 with Major subjects as: English, Bengali, BusinessMaths, Accountancy, Commerce and Economics.

# : Employment Details:

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| Organization | Period of working | Roles / Responsibilities |
| Kangshabati Cooperative spinning Mills Ltd  Kangshabati Cooperative spinning Mills Ltd  Manager at Scholars Academy of Education Trust | 24th July 2023 -(Place – Kolkata)  September 2022 to June 2023 (Place – Kolkata)    From June 2016 to September 2017. (Place – Guwahati) | **Purchase Assistant :**   1. Maintain strong working relationships with our vendors 2. Review purchasing agreements with vendors and maintain open lines of communications with those vendors 3. Develop an active process for measuring supply inventory and determining purchasing needs based on quarterly and annual numbers 4. Compare product deliveries with issued purchase orders and contact vendors when there are discrepancies 5. Keep a track of orders and make sure deliveries are being made on time. 6. Record and update the details of vendors, discount offers, dates, etc. in our company’s internal database. 7. Issuing Of Proforma Invoice 8. Receipt of Good receipt note. 9. Maintaining the Production status of Yarn/Fibre . 10. Issuing of Proforma Invoice and Delivery order on the time of delivery of materials.   **Consultant for Accounts and Purchase**   * 1. Checking and verification of Purchase Orders and Contracts as per the given documents.   2. Updation of invoices and material received as per the Purchase Orders.   3. Release of payment vouchers   4. Passing of Journal entries for payment transaction in Tally.   5. Estimation for fund for release of Salary and wages for workers at our factory site.   f. Statement of physical stock of Raw material and Finished goods.   1. Preparation of monthly review meeting mentioning monthly targeted production and delivered qty. 2. Projected yarn for next month. 3. Maintaining daily yarn and fiber status.   **For Skill Development :**   * 1. Biometric checking of attendance   2. Preparation of Training Modules   3. Observation of Skill development centres for North East India.   4. Identifying of Skilled NER Centres   5. Training of Skilled and Unskilled labour   Uploading of Candidates names and Bank details in PMKVY Portal.   * + Process Mapping   + Liasion with other Training centres within NER.   **For Recruitment and Admin of SAET**   * 1. Designing of the entire college system   2. Looking after administration and accounts department for the overall work flow.   3. Obtaining internship programs to the achievers.   4. Recruitment to the candidates for the desired posts as per the qualification obtained.   5. Designing and implementing the overall recruiting strategy. Sourcing and attracting candidates by using databases, social media etc. |

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| M/s. Galaxy Surfactants Pvt. Ltd., Mumbai | From Nov. 2014 to Sep 2015  (Turbhe – Navi Mumbai) | 1. Worked as “Associate Sourcing” 2. Prepare and process of Contracts and Purchase Orders for approved purchases in SAP MM Module 3. Maintain of up-to-date database of supplier details, purchase records, price lists. 4. Maintain a database of open vendor complaints and closing of the complaints after receipt of CAPA and follow-up with the relevant people to ensure timely resolution of the same. 5. Generation of monthly reports such as : Purchase registers of Raw material and Packing material, Monthly stock report, pending contract report and closing of pending contract reports. 6. To support Sourcing in RSPO Support. 7. Custodian of daily Oil prices, Oleoline reports and ICIS reports. (ICIS on weekly basis). 8. Monthly Import and Export report generation for related Raw Materials 9. Updation of Volume of purchase in the site Foodreg for UAPL & other vendors. 10. Coordinate with internal team members to ensure successful delivery of SLA’s and Packing Materials. 11. Sending of samples to the plant, evaluation report for the same is uploaded in CRM. 12. Review and updation of AVL for Raw materials and Packing materials, follow up of MOGP for ISO audit. 13. Checking of Invoices for accuracy and forwarding the same to accounts Department to facilitate on-time Vendor payment. |

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| MPS Group of Companies - Kolkata | February 2008 to  December 2013. (Kolkata) | 1. Worked as “Assistant Incharge– Purchase Documentation” in MPS Group of Companies from Feb 2008. 2. Developed administrative procedures. 3. plan and control administrative budget. 4. Requisitions comes from the project ( Jhargram) and Koikhali project on a daily basis. 5. Receipt of requisitions. 6. Forwarding of requirementsto the vendors from quotations. 7. Negotiation with the vendors and finalizing the quotation to make Purchase Order /Work Order in NAV 2009 VER 9. 8. Forwarding of Purchase Order and approval to accounts department for payment. 9. Receipt of invoices, booking of Invoices in NAV 2009 when the delivery of material is completed also to process the Invoices with its supporting documents and forwarding it to the respective accounts department. 10. Processing the invoice and other supporting documents which include the order, approval, challan, Road Challan(which is received from Logistics) to the accounts department for payment. 11. Preparation of Purchase Register on monthly basis. 12. Monthly reconciliation of vat Register &Purchase register. |
| Strategic Management Technology and Consultants– Kolkata | July 2007 to Feb 2008  (Kolkata) | 1. Worked as an Officer Of Accounts and Administration. 2. Release of payment by preparation debit vouchers. 3. Verification of attendance of the employees and preparation of attendance chart. |

1. **Area of Skills:**

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| ***Course / Qualification*** | ***Year of passing*** | ***Board / Institute*** | ***% or Grade*** |
| SAP (MM) | 2014 | Versicle Institute of Technology |  |
| Learned Microsoft Dynamic Nav Version 9 | - | Place of Work (Purchase Module) | - |
| Tally & FACT | 2009 | The Institute of Computer Accountants | 59% |

# E : Details of Projects Works, Conferences and Achievements :

1. have been awarded as “Best Technology user of the year 2010-2011” in MPS Group of Companies
2. I have been awarded as “Best Performer for the year 2010 – 2011” in MPS Group of Companies
3. Attended 1st Integrity and Risk Management Conference at IIM Joka – in the year 2007 on behalf of “SMTC”
4. Attended 3rd Global Leadership Conference - in the year 2007 on behalf of “SMTC”
5. Project on Homelessness – During my MBA programme
6. Project on - Heterogenity of purchase heuristics across age, gender and ethnicity during my MBA programme
7. 1 time Merit scholarship during my M.B.A program.
8. Ranked 2nd in my 3 years of B.B.A. Course

# Special Exposure:

4 months Summer Internship Programme (S.I.P) from **HCL Infosystems Ltd**

under the topic as –

Understanding of Commercial and Logistics.

# Personal Information:

Father’s Name – Mr. Ashish Kumar Mukherjee

* 1. Served in Allahabad Bank as Senior Manager & retired on July 2012.

Date of Birth – 20 – 04 – 1984. Nationality – Indian

Marital Status – Married on 17.02.2014 Languages Known – English, Hindi and Bengali. Mother – Home maker.

Date:

Place: Belgharia,Kolkata – 700056

Signature

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