

**BIODATA**

NAME: Subhasis Mukherjee

FATHER'S NAME: Late Dipak Mukherjee

DATE OF BIRTH: 4<sup>TH</sup> September 1975

PERMANENT ADDRESS: 275, Rajapur East, E-Block, Kolkata 700075

PHONE NO: 9038289310

email: mukherjee202019@rediffmail.com

**EDUCATIONAL QUALIFICATION:**

Passed B.Com in 1997 from Calcutta University

Passed Post Graduation Diploma in Human Rights in 2006 from Indian Institute of Human Rights, New Delhi.

Passed Diploma in Industrial Safety in 2009 from Vinayaka Missions University, Salem.

**TECHNICAL QUALIFICATION:**

Have done specialized managerial training course in export management from Small Scale Service Institute, Ministry of Industries, Govt., of India.

**COMPUTER KNOWLEDGE:**

Application learnt: Ms. Office

Passed Certificate course in Computer Hardware repairing and maintenance with Grade B+ from Vocational Training Institute, State Youth Centre. Kolkata.

Knowing ERP (FARVISION)

**EXPERIENCE:**

1. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 1<sup>st</sup> March 2007 to 6<sup>th</sup> May 2011 at VISA Site Kolkata and addition charge at Indian Council for Cultural Relation Site, Kolkata and at Barnaparichay The Book Mall Project Site, Kolkata.

In Bridge & Roof Co. (I) Ltd, my role as a Store Keeper in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning. In purchase dept I have to do Indent, floating enquiry, receiving quotations from various vendors, negotiation with the vendors for the material and price, checking all the credentials given by them, inspecting their establishment, comparison statement of the vendors, issue Purchase Orders to the vendors and timely deliveries of material to the site store. Looking other site excess materials and equipment's lying at site and transport these materials from different site to our site.

As a Storekeeper I have do Indent of different materials as required including time frame of delivery of materials within stipulated time frame, receiving the material from the supplier, seeing that the material given by the supplier accordance to the Purchase Order and confirmation from the Site Laboratory, checking measurement of sand, stone chips, and other materials, periodically

checking measurement of sand, stone chips , TMT bar, cement and other materials lying at site, issue the materials to the sub-contractor according of instruction of site-in-charge or engineer-in-charge, reconciliation of different materials of site, receive vs issue, GRN of materials, sending excess materials to the other site accordance their need, coordination with the supplier for timely delivery of material at site, reporting site-in-charge for receiving of material, issue of material, transfer of material to other site, material lying at site. Searching for suitable transporter for transfer of material and also for taking TMT bar from SAIL store.

2. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Safety Officer from 27<sup>th</sup> May 2011 to 4<sup>th</sup> May 2012 at Bhushan Steel Ltd Site, Meramandali, Dhenakhal, Orrisa.

In Bridge & Roof Co. (I) Ltd, my role as a Safety Officer , I evaluate and monitor health and **safety** hazards and develop strategies to control risks in the workplace.

Inspect construction sites to ensure compliance with workplace safety regulations and those for the handling and storage of hazardous substances. and also conduct Induction Training of worker, staff and officer of B&R, daily checking of electrical fittings at site, daily conducting of tool box meeting, daily checking of vehicles at site, seeking permission for working at work or hazarded places, checking PPE of worker, staff and officer and also distribute the same to them.

3. Worked in Merlin Acropolis Projects Pvt Ltd as Store Keeper from 8<sup>th</sup> May 2012 to 3<sup>rd</sup> April 2014 at Acropolis Mall, near Ruby Crossing, Kolkata.

In Merlin Acropolis Projects Ltd my role as a Store Keeper in material management, indent of material, logistics, supply chain management, distribution management, warehouse management and worked with Far Vision ERP.

As a Storekeeper I have do Indent of different materials as required including time frame of delivery of materials within stipulated time frame, receiving the material from the supplier, seeing that the material given by the supplier accordance to the Purchase Order and confirmation from the Site Laboratory, checking measurement of sand, stone chips, and other materials, periodically checking measurement of sand, stone chips , TMT bar, cement and other materials lying at site, issue the materials to the sub-contractor according of instruction of site-in-charge or engineer-in-charge, reconciliation of different materials of site, receive vs issue, GRN of materials, sending excess materials to the other site accordance their need, coordination with the supplier for timely delivery of material at site, reporting site-in-charge for receiving of material, issue of material, transfer of material to other site, material lying at site.

4. Worked in Jain Group Projects Ltd as Storekeeper from 4<sup>th</sup> April 2014 to 30<sup>st</sup> Sept 2014 at Dream Eco City Project Site, Muchipara, Durgapur.

In Jain Group Projects Ltd my role as a Store Keeper in material management, indent of material, logistics, supply chain management, distribution management, warehouse management and worked with Far Vision ERP.

As a Storekeeper I have do Indent of different materials as required including time frame of delivery of materials within stipulated time frame, receiving the material from the supplier, seeing that the material given by the supplier accordance to the Purchase Order and confirmation from the Site Laboratory, checking measurement of sand, stone chips, and other materials, periodically checking measurement of sand, stone chips , TMT bar, cement and other materials lying at site, issue the materials to the sub-contractor according of instruction of site-in-charge or engineer-in-charge, reconciliation of different materials of site, receive vs issue, GRN of materials, sending

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5. Worked in Amiya Construction & Commerce Ltd as Officer Projects from 8<sup>th</sup> Oct 2014 to 4<sup>th</sup> Dec 2014 at Concur Project Site, Rudrapur, Uttarakhand.

In Amiya Construction & Commerce Ltd, my role as a Officer Projects in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning. In purchase dept I have to do Indent, floating enquiry, receiving quotations from various vendors, negotiation with the vendors for the material and price, checking all the credentials given by them, inspecting their establishment, comparison statement of the vendors, issue Purchase Orders to the vendors and timely deliveries of material to the site store.

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6. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 5<sup>th</sup> Dec 2014 to 31<sup>st</sup> July 2019 at Bharat Sevashram Sangha Hospital Site, Pailan, Kolkata.

In Bridge & Roof Co. (I) Ltd, my role as a Store Keeper in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning. In purchase dept I have to do Indent, floating enquiry, receiving quotations from various vendors, negotiation with the vendors for the material and price, checking all the credentials given by them, inspecting their establishment, comparison statement of the vendors, issue Purchase Orders to the vendors and timely deliveries of material to the site store. Looking other site excess materials and equipment's lying at site and transport these materials from different site to our site.

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7. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 15<sup>th</sup> February 2020 to 4<sup>th</sup> December 2021 at Bandel Railway Over Bridge Project, Bandel, Hooghly.

In Bridge & Roof Co. (I) Ltd, my role as a Store Keeper in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning. In purchase dept I have to do Indent, floating enquiry, receiving quotations from various vendors, negotiation with the vendors for the material and price, checking all the credentials given by them, inspecting their establishment, comparison statement of the vendors, issue Purchase Orders to the vendors and timely deliveries of material to the site store. Looking other site excess materials and equipment's lying at site and transport these materials from different site to our site.

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8. Worked in Mesaso Infrastructure Pvt Ltd as Purchase Officer from 15<sup>th</sup> December 2021 at Gantok, West Point Project Site.

In Mesaso Infrastructure Pvt Ltd my role as a Purchase Officer in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning. In purchase dept I have to do Indent, floating enquiry, receiving quotations from various vendors, negotiation with the vendors for the material and price, checking all the credentials given by them, inspecting their establishment, comparison statement of the vendors, issue Purchase Orders to the vendors and timely deliveries of material to the site store.

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#### CO-CURRICULAR ACTIVITIES:

Passed “B” Certificate Examination of N.C.C in 1995.

[SUBHASIS MUKHERJEE]

