

RESUME



Subir Mandal

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Career Objective : To strategically apply my skills, experience, and resources to drive organizational growth and innovation, while continuously advancing my professional development and contributing to long-term Success.

Experience Summary.

With Over 20 years experienced in Branch office handling, Accounting, Sales Tax, Service Tax, Central Excise, GST, Supply Chain (Warehouse operations) and Logistics professional, Proven track record in **compliance, audit handling, staff management, and cost optimization**. Recognized for achieving operational excellence and contributing to organizational goals. **knowledge of Tally and SAP/ Fluri APP (SH4 Hana)**

Organization : **After taking over by BASF**
M/S BASF Chemetall
(H.O: Pune)

Got transfer from EZ to South Zone on 20/12/2020 to 31.08.2022 and got Transfer from South Zone to Head Office (Pune) Working As an **Asst. Manager – (Supply Chain) Warehouse & Logistics** - from 01/09/2022 to till date.

Nature of Work in BASF Chemetall (Supply Chain/Warehouse & Logistics): SUPPLY CHAIN DISTRIBUTION STAFF MANAGEMENT, ACHIEVE MONTHLY/YEARLY SALES TARGET TAKEN BY MANGEMENT , Coordinate with the transporter, Vehicle arrangement for the dispatch of material, Responsible for daily dispatch and statutory compliance, DELIVERY RELIABILITY, On time delivery (Achieve with in the given target)-All doing in SAP, Transport module in Fluri APP (SH4 Hana), Achieved dark green rating in Chennai Plant in TDS code(Transport and distribution safety), Zero detention charges, Storage of Material as per Compatibility, Store chemicals compatibly **according to** hazard groups; Flammable, Corrosive, Oxidizing, Toxic(CMR) Irritant etc. Assist to prepare HIRA, Work Instruction, WSP. Facing All types of Internal and External Audit including ISO/IATF, Bulk Tanker Loading and unloading. Giving training as per BASF RC requirements (Induction/ Loading & Unloading/ DG Classification/Bulk Tanker Unloading/Cargo Lashing & Securing/Gate Checks), Administrative Leadership.

Achievements

- **Achieved Dark Green rating** in RC Audit under TDS Code-02 for transport and distribution safety compliance.

- **Reduced freight costs by 20%** through strategic vendor negotiations and route optimization.
- **Increased dispatch and supply targets by 15%**, contributing to improved customer satisfaction and operational efficiency.
- **Successfully handled multiple internal and external audits**, including ISO/IATF, with zero non-conformities.
- **Trained over 100+ staff members** on BASF Responsible Care protocols including DG Classification, Bulk Tanker Unloading, and Cargo Securing.
- **Zero detention charges** achieved consistently through proactive logistics planning and transporter coordination.
- **Optimized chemical storage** based on hazard compatibility, ensuring safety and regulatory compliance.
- **Led successful zone transfers** (East to South, South to Head Office) with seamless operational continuity.

Organization : M/S Chemetall India Pvt. Ltd. (A Business Unit of Albemarle
 (H.O: Pune) Branch Office: No 6 Circuit House Area, Jamshedpur.
 Worked as a **Commercial Officer from (01/11/2010 to 31/03/2014)**
 as an **Commercial Executive) from 01/04/2014 to 31/03/2016**
Executive cum Office Admin Office from 01/04/2016 to 31/03/2018
Dy Executive from 01/04/2018 to 19/12/2020

Nature of Work(in Chemetall) : Looking after all Commercial Activity (Sales, Purchase, Stock),
 Branch Account. (including Sales Tax (Vat, CST, Excise, & Service
 Tax/ GST Partial) and Administrative Activity.

Work Experience :

- Oversaw commercial activities including sales, purchase, stock, and taxation.
- Managed branch accounts and administrative functions.
- Handled statutory returns, TDS, GST, and excise compliance.
- Liaised with government officials and suppliers.
- Attending Meetings& Reporting to H.O.

Area of Specialization **Sales Tax(VAT/CST), Service Tax & Central Excise, GST Partial.**

Organization : M/S **Micromatic Machine Tools Pvt. Ltd. (Ace Micromatic Group)**
(H.O.: Bangalore) Branch Office: Ashiana Trade Centre, Adityapur
Jamshedpur.
Worked as an Accounts Exc./Admin Asst. From 01/05/2008 to 31/10/2010.

Nature of Work :

- Managed accounting in Tally 9.0, VAT, excise, and service tax.TDS,
- Maintained store operations and submitted reports to H.O.

Organization : **BHALOTIA AUTO PRODUCTS LTD, JAMSHEDPUR**
Worked as an Accountant since (01/08/2007 to 30/04/2008))

Area of Specialization **Sales Tax, Service Tax & Central Excise.**

Nature of Work : Handled PF, ESI, Sales Tax, Central Excise, Service Tax and accounting functions.

Organization : M/S **Saurat Auto Tech. Pvt. Ltd.** Gamharia, Jamshedpur.
Worked as an Asst. Accountant (23/01/2003 to 31/7/2007).

Nature of Work :

- Managed payroll, statutory returns, and cash handling.
- Assisted in establishment work and government compliance.

Work Experience : Dealing employees, Govt. Officials, Social workers, Suppliers, Looking after Computer Section. Cash Custodian (Keeping & Handling), Assisting in Accounts Did all sorts of Establishment Work which included making attendance to Pay sheets, Annual Bonus, Leave, Gratuity, Returns of Provident Fund, Employees' State Insurance Corporation, Employment Exchange, Government Apprentices etc. Returns of Sales Tax & Central Excise. Looking After E-TDS, Service Tax. Attending Meeting & reports submission.

Organization : **M/S B.K.Saraiwala & Co.(FCA)**
3 yrs Job Experience as an Article Clerk.

Nature of Work :

- Conducted statutory audits for banks and stock inspections.
- Conducted Tax Audit of various Partnership and Proprietorship.
- Specialized in accounting entries and tax audits.

Work Experience**Statutory Audit of following Banks**

Punjab National Bank (Betla ,Sultanganj , & Sindri Br.)
Union Bank of India (Jugsalai ,Godda ,Dhanbad , & Jharia Br.)

Revenue Audit/Stock Inspection/Book Debt Audit

Union Bank of India[Bundu Br.]
Union Bank of India [Kumardugi, & Manjhari Br.]

Worked part time of Central Excise & Service Tax**Organization**

- : a) M/S Sri Sandeep Industries.
M/S Shree Jagdamba Industries.
M/S New Engineering Works.
M/S Shiva Inorganics.
M/S Sarvottam.
M/S Jharkhand Sales Agency

Technical Qualification:

- i) Basic Application of Computer & internet.
(From Indo - Danish Tool Room)
DOS, Win 95, Win 98, Ms Word, Ms Excel, Ms PowerPoint
- ii) Diploma in Computer Application (From NEIT)
FoxPro, Visual FoxPro, C++, Access.
- iii) Learnt Tally (4.5, 5.4 & 6.3, 7.2,9.0) SAP/ Fluri APP (SH4 Hana)

Academic Qualification:

- i) B.Com (Hons) From Ranchi University.
- ii) I. Com From Bihar Intermediate Education Council
Patna.
- iii) Bihar Secondary School Exam Board.

Personal Details:

Father's Name : Sri B.P.Mandal

Date of Birth : 01/04/1979.

Hobbies : Book Reading & Playing Cricket.

Language Known : English, Hindi, Bengali.

Date :

Subir Mandal