

# **CURRICULUM VITAE**

## **BIRENDRANATH DAS**

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### **Objective:**

Seeking a very challenging position in a top notch firm with opportunities to enrich skills on the emerging technologies while contributing my best services to the organization's development & shareholders and grow professionally as well as with reap rewards.

### **Job Responsibilities**

- Overall handling of Store Activities and Man Power Activities.
- Material Inward Register Updating daily Basis
- Oversee aspects of Material receipt, issuance and arranging material.
- Monitoring & supervising the quality, quantity, cost and efficiency of the movement and storage of goods.
- Entrusted with the responsibility of Inventory / Material.
- MRN VS PJV reconciliation (Including Aggregate)
- MIV VS GJV reconciliation
- Major Materials i.e., Steel & Cement reconciliation and BOQ Vs Billing
- Monthly MIS i.e., Physical verification (ABC-Class), Stock Statement, Non Moving stock particulars (Quarterly ), Re-order level, etc.,
- Preparations of Indent, P.O, MRN & Issue Note.
- Making of Consumption Report & Stock Statement for every month, Preparation of Reconciliation statement.
- Maintaining DMR book and Issue the material.
- Feedback to Project in-charge/PRO/HO.
- Highlight the dead stock items / high value items & reporting to Project in-charge/RO.
- Client material steel, cement Receipt/issue required record collection and posting for (Client Register) from system through posting daily basis.

### **Education**

- B.Com from Calcutta University (W.B).
- H.S.C from RAGHUNATHBARI R.T HIGH SCHOOL. W.B.H.S BOARD with 2<sup>nd</sup> division.
- S.S.C from RAGHUNATHBARI R.T HIGH SCHOOL. W.B.H.S BOARD with 2<sup>nd</sup> division.

### **COMPUTER EXPOSURE**

- Well versed with computer operations, Worked with DOS & Windows Operating System.
- Well conversant to MS Office, Excel, Word.
- Internet Browsing.

## **SAFETY TRAINING**

- Proficiency In Elementary First Aid.
- Basic Fire Prevention And Fire Fighting.

## **Strengths:**

- Willing to learn new tasks.
- Good communication skills.
- Positive attitude.
- Honesty towards responsibility.

## **Experience**

- Presently working as Sr. Assistant(Store) **IVRCL LIMITED** from NOV. 2009 to till date.

### **Project 1:**

COMPANY : **IVRCL LIMITED.**  
(I.M.S. Certified Organization)

CLIENT : **FLSmidth Pvt.Ltd.**

PROJECT : **NTPC, Coal Handling Plant Stage-III (2X500M.W)**  
**Rihand Nagar Super Thermal Power Project, Sonebhadra (Dist.), (U.P.)**

DESIGNATION : Assistant(Store)

### **Project 2:**

COMPANY : **IVRCL LIMITED.**  
(I.M.S. Certified Organization)

CLIENT : **NTPC LIMITED MAUDA Super Thermal Power Project Stage –II.**

PROJECT : **Main Plant CW off Site, AHP Civil Works and Chimney & Chimney Elevator Package Stage-II,(2X660MW),Mouda Dist. Nagpur (M.H) Pin Code: 441104.**

DESIGNATION : **Sr. Assistant(Store)**

**Personal Details:-**

**Name** : Birendrananth Das  
**Father Name** : Late Bipin Chandra Das  
**Date of Birth** : 21<sup>st</sup> Jan. 1968  
**Marital status** : Married.  
**Known Languages** : Hindi, English and Bengali (Speak)  
**Permanent Address** : At/Po - Gopalpur  
P.S - Mahishadal  
Dist. - Purba, Medinipur,(W.B)  
Pin - 721628

**Declaration:**

I hereby declare that all the above information furnished by me is true to the best of my knowledge.

Place: NTPC MOUDA

Date: 19/12/2016

Birendranath Das