**CURRICULUM VITAE**

**JAYDEEP SAHOO**

S/O-Jyotirmoy Sahoo

AT- Radhanagar

Po-Sevayatan

Dist- Jhargram

Pin-721514

West Bengal

Mobile No-7647055136

E-Mail [Id-](mailto:Id-dilipdeepaktoppo@gmil.com)jaydeepsahoo1995@gmail.com

Working experience

Duration : From 3rd july-2017 to till date

Project : Road project at Sukma(PMGSY & PWD)

Job Responsibility : As a (Junior Engineer Road Wings)

JOB PROFILE

For Road :

* + - * + Preparation of BILL for CONTRACTOR
        + Testing of Grading of different Layer of Roads.
        + Proper idea about ROAD FURNISHING.
        + Preparation of current stock statement as and when required
        + CLIENT handling & Management to Client.
        + Checking & making different lab test report of roads.
        + Proper Line up of work
        + Arrangement for proper unloading of raw materials.
        + Preparation of daily stock, receipt and dispatch record.
        + Physical cross verification of stock with register stock on weekly & quarterly basis
        + Co-ordination with Head Office purchase department for dispatch/Received materials at site and follow up with various transporters for speedy receipt of materials.
        + Handling over of commissioning spares to client.
        + Handling over scrap materials to client&sub contractors
        + Preparation of consumable report daily basis.
        + Reconciliation of free issue materials with client and consultant.
        + Sub contractors Bills checking as per PO terms.
        + Preparing of Bills to Client in prescribed Billing Package format.
        + Sub contractors Accounts reconciliation.
        + Handling and processing of BITUMIN work.

ACADEMIC QUALIFICATIONS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Education | Board / University | Year of Passing | Division | Percentage |
| SECONDARY | WBBSE | 2011 | 1st | 66.66 |
| HIGHER SECONDARY(SCIENCE) | WBCHSE | 2013 | 2st | 59.8 |
| DIPLOMA IN CIVIL ENGINEERING | WBSCTE | 2017 | 1st(DISTINCTION) | 76.45 |

PROFESSIONAL QUALIFICATIONS

* + - * + Auto CAD

Present Address :

Date of Birth : 15.06.1995

Marital Status : Unmarried

Nationality : Indian

Language Known :Bengali, Hindi,English

DECLARATION: I hereby declare that the information given above is true and correct of my knowledge and belief.

*Jaydeep sahoo*