**Curriculum vitae**



**MANASH KUMAR PAUL** 173/A South Sinthee Road.

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OBJECTIVES:-

13 years experience at Construction industries as Site Store Officer & Site Accountant, seeking a position in the Industry as an Accountant & Store -in-charge where I would be able to utilize my skills and abilities for the growth and development of the organization and to enhance my professional skills.

Working Ground:-

* Construction Site Stores work as Store In-charge.
* Project Site Accounting/Stores work with **ERP/Tally system**.
* Construction Site Accounts.
* Construction Labour compliance.
* Construction Site admin cum HR Work.
* Staff & Labour Attendance.

CURRENT JOB PROFILE:-

Responsible for all stores functions.

Responsible for maintaining all store records.

Preparation of stocks statements

Day to day issues and receipts, ledgers, stock statement reports

Preparation of Daily & Monthly Consumption Report.

Implementation of Stores Procedures.

Assistance to Planning for reconciliation of materials.

Management of stacking yards, upkeep of shuttering material.

Checking of received Material with invoice and purchase order.

Enter all bills of purchase in system

Maintain inward & outward of all material and physical stock balances.

Updating daily issue /consumption.

Making Issue material Notes for Contractors.

Daily/Weekly/Monthly stock review & verification.

Preparation Monthly Store MIS

Projects site Bank & cash exp entry in Tally

Sub contractor/Vendor Bill certification & take entry in Tally

Experience:-

# Total working experience 13 Years in construction field as site stores officer/accounts officer.

\*Presently working with **ACC India Pvt. Ltd** (Under Axis Personal Management) as Store Officer from 22rd Feb 2016 to till date.

\*Formerly performed at **Urmila RCP Projects** from 1st November 2015 to 20th February 2016 as Site Accounts officer.

\*Formerly performed at **Klystron Electronics Private Ltd** from 23rd Feburary 2015 to 30th October 2015 as Site Store officer.

\*Formerly performed at **Ramky Infrastructure Ltd**. **from 6th January 2006 to 15th February 2015**(**9 Years)** as Site Store/ Accounts officer.

\*Formerly performed at **Nicco Corporation Ltd**. (Project Division) Kolkata from November 2000 to September 2005 as an Store Assistant.

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| Name of Company | Designation | Duration |  |
| **ACC India Pvt Ltd**(Axis Personal Management) | Stores Officer | 22nd Feb 2016 to till date | 2 Years 4 Month |
| **Urmila RCP Projects Pvt. Ltd** | Accounts Officer | 1st Nov 2015 to 21st Feb 2016 |  |
| **Klystron Electronics Pvt Ltd** | Store Officer | 23rd Feb 2015 to 30th Oct 2015 |  |
| **Ramky Infrastructure Ltd** | Accounts & Stores Officer | **3rd Jan 2006 to 4th Feb 2015** | **9 Years 1 Month.** |
| **Nicco Corporation Ltd** | Accounts Assistant | Nov 2000 to Sept 2005 | 4 years 11 Months. |

Details of Project Experience:-

**1)Project Site (Current) – Construction of G + 64 THE 42 Tower (CRPL)Tallest Building in Eastern India** at Kolkata 01st July 2017 to till date with ACC India Pvt Ltd. **Client: - CRPL. Project Value:- 179 Cr. Cost plus basis Project.**

**2)Project Site (Former) – Construction of G + 38 Two no. Tower(Xana & Swarnamani)** at Kolkata 22nd Feb 2016 to 30st Jun 20017 with ACC India Pvt Ltd. **Client: - Mani group. Project Value:- Rs 68 Cr. Cost plus basis Project**

**3)Project Site (Former) – Construction of NHR Hostel(G + 8), B type & C type (G + 8) building at Kharagpur IIT** Campus from 6th Feb 2015 to 21st Feb 2016 ( IIT Kharagpur building Project) with Urmila RCP Project Pvt Ltd. **Client: - Indian Institute of Technology , Kharagpur. Project Value:- Rs 108.13 Cr.**

**4)Project Site(Former)–Sub base Water collection through radial collector well, Pump House and Water Supply** (12.6 Km Pipe line conveyance main Project including 11KVA Substation, 12.6 KM DI Pipe Line(IIT Water Supply Project, Kharagpur) with Ramky Infrastructure Ltd. From 6th Aug 2012 to 4th Feb 2015. **Client –Indian Institute of Technology, Kharagpur. Project Value –33.61 Cr**

**5)Project Site (Former) -WBIDC Road Project at kharagpur Vidyasagar Industrial Hub** , Internal new road work at Kharagpur, Vidyasagar Industrial Hub with Ramky Infrastructure Ltd. from 11 May 2010 to 5th Aug 2012. **Client: -WBIDC. Project value Rs 42.10 Cr**

**6)Project Site (Former)– A & B Type residential Project at Kharagpur IIT Campus** from 30th Apr 2008 to 10th May 2010 ( IIT Kharagpur building Project) with Ramky Infrastructure Ltd. **Client: - Indian Institute of Technology , Kharagpur. Project Value:- Rs 29.55 Cr.**

**7)Project Site (Past) – Water Treatment Plant at Rajarhat New Town Kolkata** with Ramky Infrastructure Ltd. **Client:- PHE. Project Value:- Rs 19.6 Cr**

**8)Project Site (Former) –** ASH **Handling system at Mejia Thermal Power Station**, Mejia Bankura, WB with Ramky Infrastructure Ltd. **Client:- BHEL. Project Value:- Rs 24.9 Cr**

EDUCATIONAL PROFILE:-

* Qualified Higher Secondary in 1991 with 3rd division.
* Qualified Madhyamik in 1989 with 2nd division.
* B Com. Incomplete.

PROFESSIONAL PROFILE:-

I) Stores Management & Materials Management from Indian Institute of Materials Management Kolkata.

II) Tally ERP from Webel.

**COMPUTER PROFILE:-**

Computer literate and acquainted with applications like MS Word, MS PowerPoint and MS Excel.

Sound knowledge of the Internet and its functions.

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| Present Salary | Expected Salary |
| 2.58 Lakhs. per annum & Food allowance. | 3.20 Lakhs. per annum Accommodation & Food Exp(Negotiable) |

OTHER PROFILE: -

* Worked at Sundarvan Medical camp with ICNL from 1998 to 2006.
* Active Mountaineer, Mountaineering Instructor& Nature lover.
* Completed Advance Mountaineering Course of 28 days from A B V mountaineering Institute (WHMI) Manali.
* Climbed **Mount Manali(19322 feet)** on 2002.
* Climbed **Mount Kalanag(20378 feet)** on 2004.
* Climbed **Mount Gangstang(20133feet)** on 2005.
* Organizer & instructor of mountaineering & nature Camp.

**PERSONAL PROFILE:-**

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| Name: | Manash Kumar Paul. | Father’s Name: | Late Debendra Nath Paul. |
| Date of Birth: | 5th Jan 1972. | Nationality: | Indian. |
| Religion: | Hinduism. | Marital Status: | Married. |
| Caste: | General. | Language Known: | English, Hindi & Bengali. |

***DECLARATION: -***

I hereby declare that information’s given above are true and correct to the best of my knowledge and belief.

Place: Kolkata Yours Faithfully

Date: 12.10.2018 **(Manash Kumar Paul)**