**CURRICULUM VITAE**

**MONOJ BHANDARI**

**PURULIA, WEST BENGAL**

**MOBILE NO: - +91-8126386192 ; +91-8755580499**

**E –MAIL: -** monojbhandary@gmail.com

# CAREER OBJECTIVE:-

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

* **EDUCATIONAL QUALIFICATION:- B Com from Burdwan University in 1999.**

**Higher Secondary from W.B.C.H.S.E in 1996.**

**Secondary from W.B.B.S.E in 1994.**

* **OTHER QUALIFICATION:- *D.C.A (Diploma in Computer Application From***

***Asansol Youth Centre, Season 2000 - 2001).***

***D.C.H.M (Diploma in Computer Hardware &Maintenance From Asansol Youth Centre, Season 2001 - 2002).***

* **STRENGTHS: - *Good motivating power, Leading skill & Hard***

***Working.***

* **SPECIAL INTEREST: - *Achieve Target &* *Making New Friendship.***
* **Experience in working on SAP 9.2 ( B1).**
* **Experience in working on E.R.P (Oracle).**

**EXPERIENCE**

**( 5 )**

* **CURRENT COMPANY : - STONEMEN CRAFTS INDIA PVT.LTD.**
* **DESIGNATION : - STORE MANAGER .**
* **JOINING DATE :- 1st AUGUST 2016 To Till Now**
* **CURRENT SALARY :- *RS*: 3,60,000 *P.A (Lodging , Fooding,***

***Mobile Exp, Incentive, Bonus Extra ).***

* **PRESENTLY POSTED :- SHASTRIPURAM , AGRA, U.P.**
* **JOB RESPONSIBILITY :-**
* **Maintain 5 S System (Sort, Set in Order, Shine, Standardize, Sustain).**
* **Maintain LIFO FIFO System .**
* **Maintain DIR & Store related all Register (Hard copy/Softcopy) Day by Day.**
* **Maintain Received & Issue Physical & SAP Daily and Stock Physical & SAP Weekly.**
* **Maintain Materials Received & Issue Register (Hard copy / SAP) Day by Day.**
* **Maintain Stock Register (Hard copy/Softcopy) Day by Day.**
* **Preparation of GRN (Goods Receipt Note).**
* **Inventory controlling and confirmation of item wise materials reconciliation.**
* **Managing proper material receipts and verification of purchase order and others documents ( i.e. invoice/bill, LR , Weight Slip etc.)**
* **Maintain Diesel Register Separately (Hard copy/Softcopy) Day by Day.**
* **Preparation of Purchase Requisition (PR) , Purchase Order (PO).**
* **Purchasing all types of Item For Factory Related Work.**
* **Prepare Weekly MIS report and submit to Director.**
* **Coordinate with Director, Suppliers, Production Department, Foreman, Accountant, Staff, Labour & Contractor/Vender.**
* **Techno Commercial Documentation.**
* **Controlling Total Store Work .**
* **Supporting to H.R. Department and Administration.**

**( 4 )**

* **COMPANY : - DIVERSIFIED VYAPAR PRIVATE LIMITED.**
* **DESIGNATION : - MANAGER ( STORE, PURCHASE & ADMIN ).**
* **JOINING DATE :- 1st DECEMBER 2014 To 21st JULY 2016.**
* **POSTING :- JAMTARA , JHARKHAND.**
* **JOB RESPONSIBILITY :-**
* **Maintain DIR & Store related all Register (Hard copy/Softcopy) Day by Day..**
* **Maintain Diesel Register Separately (Hard copy/Softcopy) Day by Day..**
* **Maintain Stock Register (Hard copy/Softcopy) Day by Day..**
* **Maintain Materials Received & Issue Register (Hard copy/Softcopy) Day by Day..**
* **Preparation of Purchase Requisition (PR) , Purchase Order (PO).**
* **Purchasing all types of Item For Factory Related Work.**
* **Preparation of All Type of Legal Letter ( Mining Office, PF Office, Sales Tax Office, Income Tax Office, Local Police Station etc ).**
* **Preparing DBR (Daily Business Report), WBR (Weekly Business Report),MBR (Monthly Business Report), & YBR (Yearly Business Report).**
* **Controlling & Supervision for all Department of Factory Work.**
* **Handling the functions such as New Appointment, Joining Formalities, Accommodation, Attendance, Administration etc.**
* **Looking Legal Activities – Labour License, Factory License, Leave, PF etc.**
* **Preparing Salary & Wages like as Salary Advice (Sheet), Overtime, Advance Payment, Full & Final settlement & Mandatory compliance and exits etc.**
* **Supervision Mining, Production, Sales, Safety, Telecom, Security, Transport etc.**
* **Managing and House Keeping of Directors Guest House, Staff Bachelor Hall, Labour Hut mat.**
* **Guest House Maintenance – Renovating Guest house and office (like as furniture repair, painting, electricity etc)**
* **Canteen Management – Managing day to day expense for Labour Mess, Staff Mess and Office canteen.**
* **Vehicle management – Proper Maintenance & allotment of Vehicle (4 Nos. Lorry, 1 No Dumpher, 4 No Tractor, 1 No Bolero, 1 No Scorpio, 1 No XUV, 1 No Enova & 4 No Motor bikes) .**
* **Machineries management – Proper Maintenance 3 Nos. Gangsaw Machine, 6 Nos. Edge Cutting Machine , 4 Nos. Ploish Machine, 2 Nos. Block Cutter Machine, 4 Nos Pokhland, 4 Nos Wirsaw Machine, 4 Nos Loder, 6 Nos Crane etc.**
* **Coordinate with Director, Suppliers, Foreman, Mines Incharge, Accountant, Staff, Labour & Contractor/Vender.**

**( 3 )**

* **COMPANY : - McNALLY BHARAT ENGINEERING. CO. LTD.**
* **DESIGNATION : - INCHARGE STORE & PURCHASE .**
* **PERIOD :- 1st April 2010 To 30th November 2014.**
* **SALARY 1 :- *RS*: 1,50,000 *P.A (Lodging , Fooding, Mobile Exp,***

***Incentive Extra)***

* **ALREADY** **WORK** **IN** **THIS** **SITE** **:- B.T.P.S. Barauni, Bihar.**

**H.R.B.C Medinipur Building Project, West Bengal.**

**Jamshedpur Road Project, Tata,**

**Jharkhand.**

**Hindalco Power And Aluminium Plant , Singrauli, Madhya Pradesh.**

**I.O.C.L, Paradeep, Odisha.**

**SAIL ISP (Issco R.M.H.S Site) Burnpur, West Bengal.**

* **JOB RESPONSIBILITY :-**
* Preparation of Purchase Requisition (PR) in ERP System for Site Related Supply Materials.
* Preparation of Purchase Order (PO) in ERP System for Site Related Supply Materials.
* Preparation of Work Order (WO) for Various Sub Contractor’s & Supplier’s in ERP System.
* Preparation of Materials Received & Issue in ERP System.
* Preparation of Goods Received Note (GRN) in ERP System
* Maintain DIR & Store related all Register (Hard copy/Softcopy) Day by Day..
* Preparation of Letter Of Intent (LOI) for Various Sub Contractor’s & Supplier’s.
* Preparation of Inter Office Memo (IOM).
* Preparation of All Type of Letter for Client, Head Office & Sub Contractor’s.
* Co- Ordinate with all Engineers & Sub Contractor’s Regarding Site Progress Daily.
* Preparation of Presentation for Site Visit (Client & Head Office).
* Techno Commercial Documentation.
* Purchasing all types of Item For Site Related Work.
* Controlling Total Store Work at Site.
* Supporting to Site H.R. Department and Administration.

**( 2 )**

* **COMPANY : - APEX ENCON PROJECTS PVT LTD.**
* **DESIGNATION : - STORE ASSISTANT .**
* **PERIOD :- 15th March 2008 To 31st March 2010.**
* **SALARY :- *RS*: 1,20,000 *P.A (Lodging , Fooding,***

***Mobile Exp, Incentive Extra)***

* **POSTING :- *SAIL ISP ISSCO, BURNPUR, WEST***

***BENGAL.***

* **JOB RESPONSIBILITY :-**
* **Maintain DIR & Store related all Register (Hard copy/Softcopy) Day by Day..**
* **Maintain Diesel Register Separately (Hard copy/Softcopy) Day by Day..**
* **Maintain Stock Register (Hard copy/Softcopy) Day by Day..**
* **Maintain Materials Received & Issue Register (Hard copy/Softcopy) Day by Day.**

**( 1 )**

* **COMPANY : - MUKNIC CONTROLS.**
* **DESIGNATION : - STORE / ACCOUNTS .**
* **PERIOD :- 12th April 2005 To 15th  February 2008.**
* **SALARY :- *RS*: 96,000 *P.A (Lodging , Fooding Extra)***
* **POSTING :- *RAHALANE, ASANSOL, WEST BENGAL.***
* **JOB RESPONSIBILITY :-**
* **Maintain Materials Received & Issue Register, Stock Register.**
* **Preparing Salary Sheet, Salary Payment.**
* **Preparation of All Type of Legal Letter ( PF Office, Sales Tax Office, Income Tax Office, Local Police Station etc ).**
* **Preparing Leave, PF, Attendance of all Staff.**
* **Internal Audit.**

**PERSONAL PROFILE:-**

* **Father’s Name: -** **BHUTNATH BHANDARI**
* **Mother’s Name: - SABITRI BHANDARI**
* **Spouse Name : - SHRABANI BHANDARI**
* **Daughter’s Name : - TAMISHRA BHANDARI,**

**TRISHNA BHANDARI**

* **Date of Birth:- 1st NOV 1977 (01/11/1977)**
* **Address: -** Vill- Gobag ; P.O- Ramkanali ; P.S- Neturia ;

Dist- Purulia ; Pin- 723160 ; (W.B)

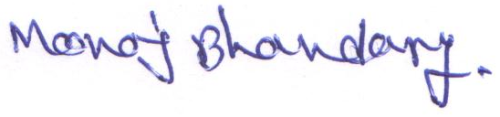
* **Contact No: -** +91-8126386192 ; +91-8755580499
* **Email ID :-** monojbhandary@gmail.com
* **Language known: -** English, Hindi & Bengali.
* **Nationality**: - Indian.
* **Sex: -** Male.
* **Marital Status:-** Married
* **Cust:-** OBC
* **Blood Group:-** B+
* **Software known: -** MICROSOFT OFFICE
* **EXPECTED SALARY :- *RS*: 4,80,000 *P.A (Lodging , Fooding, Mobile Exp,***

***Incentive, Bonus Extra .***

* **DECLARATION:**

**I** consider myself confident of my ability to work in a team. Given the opportunity, I am confident that I can make a positive and lasting contribution to my institution. For me **“Success is a journey not the destination”.**

**I confirm that the information given by me is true to the best of my knowledge and belief.**

**Place:- ADRA, PURULIA**

**MONOJ BHANDARY**