

CURRICULAM VITAE

JOB STATUS:

AMULYA KUMAR DALAI

Contact No:-9583199757

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**M/s. PARIVAR SEVA SANSTHA
(A NATIONAL NGO)**

C/o 15 Ashok Nagar,
Behind Raymond Showroom
Bhubaneswar-751009,
Khurda, Orissa



CAREER OBJECTIVE

To embark on a career that is able to exploit my technical and professional education in the best possible way and to achieve results which will give me professional satisfaction and career growth.

STRENGTH

- Dedication and working desire till the targets are achieved.
- Accepting and challenge with a positive attitude.

ACADEMIC QUALIFICATIONS

- ❖ 12th from Council of Higher Secondary Education in 1994.
- ❖ Matric from Board of Secondary Education in 1992.

TECHNICAL QUALIFICATIONS

3 Months Diploma in D.T.P., COMPUTER APPLICATION

TYPING SPEED

50+

Operating Systems	:	Windows-95,98-7-8, Windows-7/102000/XP, MS-DOS
Packages	:	DBMS – dBase-IV, Visual FoxPro 5.0, MsAccess Word Processor – WordStar, MS-Word Spread Sheet – MsExcel, Lotus-1.2.3, TALLY 4.5/7.2 Library Package – CDS/ISIS, Granthalaya, Lybsis
Internet	:	MS-Outlook Express, E-Mail, Internet & Netscape Navigator, Communicator. Chrome.

Work Experience

- ✓ **I have total 10.5 years experience in this line**
- ✓ Working as **COMMERCIAL ASSISTANT/ASSISTANT STORE MANAGER/COMPUTER OPERATOR /OFFICE** in **PARIVAR SEVA SANSTHA** 15, Ashok Nagar, BBSR-751009 From December 14. 2012 to till date.

PERSONAL DETAILS

Father's Name : Ghanshyam Dalai

Date of Birth : 12th March, 1979

Permanent Address : Amulya Kumar Dalai
At-Dardia, Po-Potanai, Via-Rahama
Dist. Jagatsinghpur, Orissa-754 140

Mailing Address : C/o Parivar Seva Sanstha
15, Ashok Nagar, Behind Raymond Showroom
Bhubaneswar-751009, Khurda, Orissa

Language Known : Hindi, English, & Oriya

Marital Status : Married

Nationality : Indian

Religion : Hindu

Sex : Male

Salary : OPEN

Date : 14//12/2020

Place : BHUBANESWAR

(AMULYA KUMAR DALAI)

Name : Mr. Amulya Kumar Dalai
Position : Sr. Office Assistant
Location : Bhubaneswar

Job Responsibilities

MIS:

- Prepare sales statistics State wise/Brand wise/Value wise monthly basis / as required.
- Prepare Target Vs. Achievement statement State/Brand wise monthly basis/ as required.
- Prepare monthly stock summary/ inventory / reconciliation.
- Prepare statement of Sale/Stock for MIS Report monthly basis for HO
- Feeding all the secondary sales data as per the DSR in computer.
- Co-ordination with sales staff/ senior Manager (Sales) day to day basis

Commercial:

- Preparing Invoices for CSMP as per payment received from stockist and confirmation of the same from SO with Order No. billing as per prevailing schemes / discounts available for the SKU
- Backup order from stockist on Letter Head or E-mail from stockist
- Dispatches on planned days (Twice a week) or as and when required in a cost-effective manner. For deviation prior written approval from SO required
- Inter Location transfer of Goods as and when required as per procedures and approval
- Submission of sales and stock Report to So Within 5 Days of sales closing. Strict adherence to sales closing deadline.
- Maintaining proper Stock Ledger of goods. Gifts pop or any promotional material. With their expiry and stacking the same as per documentation and implementing FIFO.
- Tracking and informing SO about Rentals. Insurances. Agreement Renewals and Payments of vendors rentals to your RO
- Preparing and validating commercial bills & credit notes and their payments in a timely and Organized manner
- Follow-up of dispatched goods by the transport / TPL and tracking consignment which might have been delayed from normal course.
- Forecasting stock requirement as per sales trend and flagging stocks (in stock report) having 12months expiry and less till not liquidated.
- Doing monthly stock audit and facilitating auditors for Quarterly and annual Stock Audit
- Compilation of data with documentation of supplies / purchase (as required by Finance) for releasing of payments.
- Arrangement of labors for loading and unloading of goods and immediately identifying damages / shortages (from damaged cartons) and preferably taking the photograph and documenting the same to have specifications for all standard cases SKU wise. (L x B x H) and weight printed and posted prominently in stocking area.
- Responding to queries of our Business Associates and keeping SO in the loop of the Correspondence
- Timely preparation of hired Vans and other promotional activity where documentation is required The same to be verified. Checked and sent to SO for approval.
- Timely verifying and checking the Expenses of the CSMP Sales Staff if it is in accordance with tour plan and DA/TA rules of the Sanstha.
- Preparing monthly Fund requirement for the unit and sending the same to SO
- Regularly checking on stock against white ants, rain water seepage broken window and random checking of carton for proper condition.
- Feeding of invoices in Finance Computer-monthly.
- Keeping track with Super Distributor of Bihar till further instruction for Satin in case of obtaining way - bill and necessary 'C' form at the end of each quarter.

Dalait

Accounts:

- a) Checking, Feeding & Bank Reconciliation: Bhubaneshwar RO and STA (RO)
- b) Checking, Feeding & Reconciliation: Odisha & Jharkhand (CSMP)
- c) Handling commercial aspects in Odisha & Jharkhand (CSMP)

Clinic:

- a) MIS of Clinic Data to be entered on daily basis.
- b) Support to Clinic Incharge in administration and outdoor activities.
- c) Vendor negotiation.

Others:

- a) Maintain STA and Office premises on regular basis.
- b) Preparation of leave statement of CSMP.
- c) Stationery for Field Staff (DSR/Expenses / Tour Programme etc. to be intimated to SO for procurement.
- d) Travel as and when required
- e) Electricity/ Insurance/ Fire Theft/ Local Taxes etc.
- f) Monitor security in Balasore. Monthly attendance & bills to be verified and send to Support Office for further processing. To keep a check on their presence randomly by calling them.
- g) Visit to Balasore, once a month & as and when required.
- h) Any other duties & responsibilities assigned from time to time.

Note:

- a) All materials/ goods to be received on MRR.
- b) Delivery challan will be issued for all stock / goods, which are not dispatched as per Invoices.

Accountable to:

Administration & Clinic working will report to Ms. Shama Perveen (Bhubaneshwar Clinic) &

**Functionally reporting: Commercial to Mr. Sanjeev Asthana (Commercial Executive)
RO Accounting to Mr. Anil Gupta (Chief Manager - Finance)**

Lalita Marwah

LALITA MARWAH
Asst. Chief Manager (HR & Admin)
Date 28/8/20

Amulya K. Dalai

AMULYA KUMAR DALAI
Sr. Office Assistant
Date