

# RESUME

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Cell. No - 9309724970/7364813611

PRANAB MAHATA

**Current Address:-**  
Shubham Tarangan – I, Alephata,  
Junnar, Pune, Maharashtra,412411,

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▪ **Career Objective:**

To achieve a responsible and challenging position in your organization where I get an opportunity to bring out my best of creativity, talent and knowledge. To be a part of dynamic team, work together towards growth of your organization.

▪ **Skill:**

- Team Development
- Leadership Quality
- Target Oriented Planning and Implementation

▪ **Work Experience: 06 Years 04 Month**

▪ **Current Organization & Job Profile:**

▪ **Organization :Crescon Projects And Services Pvt. Ltd.**

(AN ISO 9001:2015 & OHSAS 18001: 2007 CERTIFIED COMPANY)

▪ **Job Profile** : Working as a “Store Incharge” From Jan - 24 to till date

▪ **Work Responsibilities of Store:-**

1. Responsible for generating all site reports ( Daily , & Monthly ) `in excel as & when required by store Manager.
2. Responsible for making GRN in ERP
3. All the reports required by manager stores through
4. Solving all day to day problems of all site store Manager with co-ordinate.
5. Responsible for maintaining petty cash & arrange transport vehicle required for shuttering material transfer from one site to another site.
6. Weekly visiting at the site for the checking the stock of material at site by helping of manager store in resolving issues.

Handling the store activities as per “**Standard Operation Procedure for store**” for the followings.

1. Receiving Material as per Purchase Order & preparation of GRN after quality assurance.
2. Check the Material For as per Purchases Order .
3. Issuing Material to the concern department. [i.e. Civil, Electrical, Mechanical & Plumbing] as per the Requirement raised by the department through PQS/Sr. Site Eng.
4. Contact with the outside Vendors for procurement of the materials.
5. Preparing requisition as per movement of material.
6. Maintaining Computer based data updates for the inward & outward materials Issued & Received in the store as well as maintaining hard copies for Furthers references.
7. Preparing & Sending Inventory Report to senior.
8. Reporting to senior regarding movement of daily & monthly stock of the Materials.
9. stacking of material in proper location.

10. Proper maintenance of Fixed Assets like Machines, Shuttering Material by repairing & properly stocking.
  11. Providing Statement for Recovery of material from labors or Labor contractors who left the company.
  12. Providing Training to juniors & new comers in stores.
- **Other Responsibilities Of Stores:-**
    1. Receiving materials, proper stocking, and recording of receipts.
    2. Day to day recording of store material consumption.
    3. Preparing & Sending Material Received Report to HOD.
    4. Follow up the Purchase Department for Pending PR Material.
    5. Follow up with material suppliers for timely supply.
    6. Issue of materials as per the issue slip for different works.
    7. Updating of records on display boards regarding the stock.
    8. Checking physical stock as per records.
    9. Informing the status of balance materials to the concerned ENGINEER to raise further indent.
    10. Collection of balance and unused materials at the end of working day.
    11. Check the Inward & Outward material Register of security gate on daily basis.
    12. Check if night duty security guards posted at store yard has reported before leaving site for the day.
    13. Keeping proper records of departmental tools, machinery etc. on site.
    14. Maintaining records of cash purchase.
    15. To keep records of electric and water bills.

#### **Job Profile**

- **A] Organization : Millennium Engineers and contractors Ltd.**

(AN ISO 9001:2015 & OHSAS 18001: 2007 CERTIFIED COMPANY)

- **Job Profile** : Worked as a "**Store Assistant**" From Mar 2018 to Nov 29 2020

Involved in the management of the stores for the following Project,  
Management of the stores includes the store keeping & supply of material to the Department i.e. Civil, Mechanical, Electrical & Plumbing.

- **Project** : **Sra dhanori (panchshil) – Vishrantwadi, Pune.**
- **Project** : **CEREZA(Landlord Properties Pvt.Ltd, Malpani Group) - Punawale, Pune.**

- **B] Organization : S.T. BIRADAR ENGINEERS AND CONTRACTORS PVT. LTD.**

- **Job Profile** : Worked as a "**Store Keeper** " From Nov 2020 to Sept 2021

Involved in the management of the stores for the following Project,  
Management of the stores includes the store keeping & supply of material to the Department i.e. Civil, Mechanical, Electrical & Plumbing.

- **Project** : **Kumar Palmspring Tower,( Kumar Property), - Undri, Pune.**

**C] Organization : Shubham EPC Pvt Ltd.**

(AN ISO 9001:2015 & OHSAS 18001: 2007 CERTIFIED COMPANY)

- **Job Profile** : Worked as a "Store Incharge " From Sept 2021 to Jan - 2024

Involved in the management of the stores for the following Project,  
Management of the stores includes the store keeping & supply of material to the  
Department i.e. Civil, Mechanical, Electrical & Plumbing.

- Project** : **Shubham Tarangan – II, Alephata, Pune**  
: **STT Dighi – (DC – 4) Microsoft, Pune**

**D] Organization : Crescon Projects And Services Pvt. Ltd.**

(AN ISO 9001:2015 & OHSAS 18001: 2007 CERTIFIED COMPANY)

- **Job Profile** : Worked as a "Store Incharge " From Jan - 2024 to Till Date

Involved in the management of the stores for the following Project,  
Management of the stores includes the store keeping & supply of material to the  
Department i.e. Civil, Mechanical, Electrical & Plumbing.

- Project** : **ITC Panchla (Howrah), West Bengal**

- **System Application: Manual**

Degree	College/School	University/Board	Year	Class
SSC	Barakhagri Anchal Jana Kalyan Vidyalaya (H.S)	West Bengal	2013	Second Class
HSC	Chandabila s.c high school	West bengal	2015	Second Class

**Computer Knowledge :**

1. Computer Course Doap & Telly 1 Year
2. ERP Knowledge – SITE MIS, HIT OFFICE, Opticon Galaxy

**Personal Information:**

<b>NAME:</b>	PRANAB MAHATA
<b>Gender :</b>	Male
<b>Date of Birth</b>	12 AUG 1997
<b>Father's Name :</b>	NIROD BARAN MAHATA
<b>Permanent Address :</b>	MURAKATI, BACHHURKHROYAR, NAYAGRAM, PASCHIM MEDINIPUR, WEST BENGAL, 721143
<b>Language Known</b>	Bengali, Odia, Marathi, Hindi, English
<b>Contact No. :</b>	9309724970/7364813611

**Declaration:**

"I hereby declare that all the statements made in this application are true and complete to best of my Knowledge and belief, I shall be responsible for any action, if any of the above statements are incorrect at any stage in the future."

**DATE: -**

**( Pranab Mahata )**

**PLACE -**