***CURRICULUM VITAE***

SujeetMazumder (M. Com)  ******

+919617451090, +919770739622 mazumdersujeet@gmail.com

**Career Objective:-**

To pursue a highly challenging career in our industry, where I can apply my proficiency, hone my skills; keep pace with ever changing our field by acquiring new skills, learning latest technologies, working with a team of top notch professionals contributing towards Organization’s success.

**Educational Qualification:-**

|  |  |  |  |
| --- | --- | --- | --- |
| Qualification | University | Year of Passing | Percentage |
| M. COM | APS University, Rewa | 2000 | 61.00% |
| B. COM | APS University, Rewa | 1998 | 55.00% |

# Practical Exposure (Experience: - 18 Years 2 Months)

* **Madhya Bharat Telecom Infrastructure, Bhopal-(01 Jan-2018 to till date)**

**Post-Manager Stores**

**Site-Pradhan Mantri Awas Yogna Project-(Project Cost-400 Crores)-Sagar Site**

**Right now Posted at Indore Site in same Organisation**

* + Inventory & Purchase Bill Entry on Microsoft Navision (ERP).
  + Item wise Rate Analysis.
  + Monthly Stock Record updating.
  + Average Consumption Report.
  + Contractor Issue departmental/Back to back of materials record updating.
  + Monthly T & P Status finalization.
* Party Purchase Bill Finalization via proper entry in books.
* Competitive Rate Chart preparation for new order to vendors.
* Final negotiation for Order placement to vendors with all terms & conditions.
* **Sunil Hi-Tech Engineers Ltd, Nagpur-(02July2012 to 30.12.2017)-(5 Years & 6 Months)**
  + **Post :- Store Officer**
  + **ISO-9001-2008-OHSAS-18001-2007 Certified Company.**
  + Site: - Client: - NTPC 550X2 Mouda Power Plant.-(in Township/Construction division)
  + Inventory & Purchase Bill Entry on Microsoft Navision (ERP).
  + Item wise Rate Analysis of consumable items.
  + Monthly Stock Record updating & Purchase summery updating.
  + Average Consumption Report of building materials.
  + Contractor Issue Material detailing either departmental/Back to back.
  + Monthly T & P Status updating with physical inspection report location wise.
  + Party Purchase Bill Finalization.
  + Tracking with planning dept. regarding upcoming material procurement.
  + Having good tract in hardware item purchasing as well electrical & construction related materials from market knowing purchase terms in depth way.

* **Disha Institute of Management & Technology, Raipur (01June 2006 to 30 June2012) 6 Years)** 
  + **Post :- Stores Executive**
  + **ISO-9001:2000 Certified Company**

Proper documentation regarding requisition punctuation on ERP.

Ledger Checking.

Purchase Bill Entry on Tally ERP 9.

Preparation of MIS.

* **G4S Security Services India (P) Ltd, Raipur(August 2002 to May 2006)(4 Years 9Month)**
  + Post :- Store Officer-(MNC group)
    - Maintaining GRN & DMR Records.
    - Maintaining Store Bin Cards.
* **United Construction, Bilaspur (October 2000 to July 2002) (1Year 9 Months)**

**Post:- Stores Assistant**

* + - Manual Ledger item-wise record updating.
    - Physical Stock Verification.
    - Follow-up for Pending Bills with vendors.
    - Bin-Card updating for all consumable items.

**Software Skills:**

* MS Navision-Software (ERP),MS Office-2000, Tally ERP-9 Version
* Also pursuing Diploma in Materials Management in distance education.

**PERSONAL PROFILE:-**

Name : Sujeet Mazumder

Father’s Name : R.K. Mazumder

Date of Birth : 22.10.1978

Marital Status : Married

Address (Present) : C/o Anil Gautam

Shivraj Colony

Sagar(MP)-470 001

Address (Permanent) : 61, Geetanjali Nagar

Near Uslapur Rly. Crossing

P.O. Sakri, Uslapur

Bilaspur (CG)-495111

Current CTC : 5.40 Lacks per Annum under PF Range

Other Befits : Food & Accommodation extra

CTC Expected : Negotiable

Notice Period : One Month

Passport No : N8927797

Validity date till : 28-08-2026

**References-**

1-Mr. H.C. Ghosh 2) Mr. Rajendra Tijare

Nehru Nagar Bilaspur Bhopal Project Manager

(C.G.)-Mob No-9425220523 (M.P.)-Mob No-9826062371

I hereby declare that the information furnished above is true to the best of my Knowledge& beliefs.

Date:-17.06.21

Place: -Indore (SujeetMazumder)