

BIODATA

NAME: Subhasis Mukherjee

FATHER'S NAME: Late Dipak Mukherjee

DATE OF BIRTH: 4TH September 1975

PERMANENT ADDRESS: 275, Rajapur East , E-Block, Kolkata 700075

PHONE NO: 9038289310

email: mukherjee202019@rediffmail.com

EDUCATIONAL QUALIFICATION:

Passed B.Com in 1997 from Calcutta University

Passed Post Graduation Diploma in Human Rights in 2006 from Indian Institute of Human Rights, New Delhi.

Passed Diploma in Industrial Safety in 2009 from Vinayaka Missions University, Salem.

TECHNICAL QUALIFICATION:

Have done specialized managerial training course in export management from Small Scale Service Institute, Ministry of Industries, Govt., of India.

COMPUTER KNOWLEDGE:

Application learnt: Ms. Office , Excel, Power point

Passed Certificate course in Computer Hardware repairing and maintenance with Grade B+ from Vocational Training Institute, State Youth Centre. Kolkata.

Knowing ERP (FARVISION)

EXPERIENCE:

1. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 1st March 2007 to 6th May 2011 at VISA Site Kolkata and addition charge at Indian Council for Cultural Relation Site, Kolkata and at Barnaparichay The Book Mall Project Site, Kolkata. Additional charge of purchase dept.

2. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Safety Officer from 27th May 2011 to 4th May 2012 at Bhushan Steel Ltd Site, factory project along with power plant, Meramandali, Dhenakhal, Orrisa.

3. Worked in Merlin Acropolis Projects Pvt Ltd as Store Keeper from 8th May 2012 to 3rd April 2014 at Acropolis Mall, and office building & mall & commercial Building, the building consists of 21 floor & in

ground level it consists 5 floor in garage area, near Ruby Crossing, Kolkata, Additional charge of safety of site.

4. Worked in Jain Group Projects Ltd as Storekeeper from 4th April 2014 to 30st Sept 2014 at Dream Eco City Project Site, Multi-storied Residential Building, Muchipara, Durgapur West Bengal, Additional charge of safety of site.

5. Worked in Amiya Construction & Commerce Ltd as Officer Projects from 8th Oct 2014 to 4th Dec 2014 at Concur Project Site, Godown for Concur, Rudrapur, Utrakhand. Additional charge site purchase, safety of site, store of the site.

6. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 5th Dec 2014 to 31st July 2019 at Bharat Sevashram Sangha Hospital Site, Hospital for Bharat Sevashram Sangha, Pailan, Kolkata. Additional charge of purchase dept and safety of site.

7. Worked in Bridge & Roof Co. (I) Ltd, A Govt of India Enterprise as Storekeeper from 15th February 2020 to 4th December 2021 at Bandel Railway Over Bridge Project, Bandel, Hooghly. Additional charge of purchase dept and safety of site.

8. Worked in Mesaso Infrastructure Pvt Ltd as Purchase Officer from 15th December 2021 to 31st May 2022 at West Point Project Site. Office Building with mall, Gantok, Shikkim, Additional charge of store dept and safety of site.

As a purchase Officer

1. Purchase Requisition from the site,
2. Do Indent of various materials required at site,
3. Budgeting, Documentation, Material Management,
4. Floating enquiry of different materials,
5. Receiving quotations from various vendors,
6. At least three quotations for each of the enquiry,
7. Checking all the credentials given by the vender including GST paper, inspecting their establishment,
8. Comparison statement of the vendors,
9. Negotiation with the L1 and L2 vendors for the material and price,
10. Issue Purchase Orders to the L1 vendors and seeing that the vender can timely deliver the material to the site store,
11. Transportation enquiry for transportation of materials,
12. New vendor development, Vendor Selection, Vendor Quality Assessment,
13. Tracking the process of material dispatching from supplier end to pay for the same,

As a Store Keeper

1. As a Store Keeper in store management, purchase, vendor development, material management, logistics, supply chain management, distribution management, inventory control, warehouse management, procurement, sourcing, commercial operations, demand planning,
2. I have do Indent of different materials as required including time frame of delivery of materials within stipulated time frame, coordination with the supplier for timely delivery of material at site,
3. Receiving the material from the supplier, seeing that the material given by the supplier accordance to the Purchase Order and confirmation from the Site Laboratory,
4. Truck measurement that carrying sand, stone chips, and other materials, and weighting of full and empty truck at weigh bridge for final weight,

5. Periodically checking measurement of bricks, sand, stone chips, TMT bar, cement, plumbing materials, electrical materials and other materials lying at site,
6. Issue the materials to the sub-contractor according of instruction of site-in-charge or engineer-in-charge,
7. Reconciliation of different materials of site, receive vs issue,
8. GRN of materials, posting at ledger,
9. Procurement of all Hardware & Consumable Items, admixtures, assets, bitumen emulsions, cement, electronics, fuel, lab items, lubricants, ms items, pipe, safety items, shuttering material, signboards, steel, tires and tube, tools, assets, tools & tackles (Hand / Power / Lifting / Pulling),
10. Receiving of plumbing materials like PVC & UPVC pipe, bathroom fittings like commode, sink, toilet shower, tap, cast iron & chromed brass plumbing waste line, copper pipes, galvanized iron pipes, elbow, cross, adaptor, valves, tee, reducing tee, union, ball valve, end cap, tank connector, end plug threaded, reducing bush, cpvc solvent, valve, wye,
11. Receiving of drill bit, bar cutting machine, blade for bar cutting machine 4", pressure foot of cutting machine, bar bending machine, bar bending machine coupling & belt pulleys, roller, Clamp, pressure die, wiper die, bend die, collet, mandrel of bar bending machine,
12. Receiving of tempered glass for windows,
13. Receiving of plumbing tools like pipe wrench, adjustable wrench, basin wrench, faucet key, torque wrench, pliers, hacksaw, thread sealing tape,
14. Receiving of Sliding door bolt, tower bolt, door handle, door closer, door stopper, different types of screw, door magnetic catcher, hinges, eye magic for doors,
15. Receiving of concrete joints, expansion joints,
16. Receiving of floor tiles, marble, black stone, granite. Measurement of Marbles, lack stone , granite and also check the quality of Marbles, lack stone , granite,
17. Receiving of lift, lift parts, escalator,
18. Receiving of burnt clay bricks, fly ash bricks, hollow concrete blocks, solid concrete blocks,
19. Receiving electrical materials like switch, electrical conduit & conduit fittings, electrical wire & cables, circuit breakers, electrical box, electrical connectors, lugs, fan boxes, junction boxes, switch boxes, ac conduits, industrial plugs,
20. Receiving of wooden doors and widows, wooden doors & window frames and checking their measurement from the P.O.,
21. Receiving of Batching plant and rmc boom pumps at site and installation of Batching plant at site and also dismantling of Batching plant from site and sending it to other site. RMC concrete pipes, Receiving of skip bucket, cement silos, screw coveyor, controller house, aggregate hoper, aggregate weighting system,
22. Reconciliation of TMT bar, receive vs issue, disposal of scraps
23. Reconciliation of cement, receive vs issue
24. Reconciliation of bricks, stone chips, sand,
25. Reconciliation of Ready mix concrete from Batching plant
26. Receiving of safety net for outside of a building
27. Receiving different types of structural steel, measurement of structural steel, issued it to the site. Like Angle, Beams and Joist, Channels, Hollow sections.
28. Looking the Government taxes, insurance, pollution certificate, cf, road permit of Transit Mixture, Dumper, Excavator, bulldozer, backhoe loader, tractor, road roller, car, truck mounted concrete pump. And purchasing their parts.
29. Receiving concrete drainage pipes, concrete & iron casting manhole frame & cover,
30. Receiving of adjustable pipe clamp, fixed clams, 40 nb dia MS pipe, 60 nb dia MS pipe, vertical cup lock scaffolding, horizontal cup lock scaffolding,
31. Receiving & Issuing diesel, petrol to the site vehicle,
32. Receiving & issuing fire extiguers
33. Sending excess materials to the different Projects, located all across the country accordance their need, reporting site-in-charge for receiving of material, issue of material, transfer of material to other site, material lying at site.

34. Issuing waybill, consignment note, gate pass to vehicle
35. Handle load planning, vehicle inventory, Monitoring Monthly Schedule
36. Network, Vehicle Tracking.
37. Responsible for Monitoring load trans shipment, vehicle utilization, timely vehicle placement and load movement.
38. Timely dispatch from the Destination and responsible for the till vehicle reported to the source site.
39. Taking and coordinate with vendors to providing the vehicle on timely and place fail at the cut off time on site
40. Other skills like- Trip Making, handling, timely reverts on important mails,
41. Trip edit if any issue highlight from LM or DC, Route planning, vehicle MR with other site and facilities due to vehicle full utilization, saving LH costs to hold those shipments are not hits.
42. Making reports and maintaining all the trackers on daily basis.
43. Handling Vehicles planning for Local, Zonal, and National lanes.
44. Arranging vehicles from the vendors as per load on the site.
45. Trip making as per route and responsible for timely dispatch of the vehicle from the source site.
46. Trip Making, Trip editing as per route, Route planning, Vendor Management, Vehicle Planning , Fleet Management , Solving DG Lock Issues , Vehicle Tracking , Responsible for the full utilization of the vehicle , Making and Sharing the reports to the higher authorities on a daily basis and maintaining & filling all the trackers on daily basis without fail.

As a Safety Officer

1. I evaluate and monitor health and **safety** hazards and develop strategies to control risks in the workplace.
2. Inspect construction sites to ensure compliance with workplace safety regulations and those for the handling and storage of hazardous substances.
3. Conduct Induction Training of worker, staff and officer of B&R,
4. Daily checking of electrical fittings at site,
5. Daily conducting of tool box meeting,
6. Daily checking of vehicles at site,
7. Seeking permission for working at hazarded places,
8. Permission for working at more that 5 meter height
9. Issuing & Checking PPE of workers, staffs, officers and also distribute the same to them.
10. Installing of safety net outside of a building
11. Barricading of excavation site and construction site and also installing hoarding at the excavation site that excavation is carried on that area, and also in the construction site.
12. Placing fire extinguisher at different places of the site, specially where the diesel, petrol, hazard substances is stocked.
13. Installation of water reservoirs at site for fire extinguishing
14. Installation of electrical & petrol pumps at water reservoirs for fire extinguishing.
15. Reporting of site accidents to higher authority and in charge of the site.
16. Advising the safety methods of to the labours, stuffs and engineers of the site
17. Checking the levels of Sound pollution

CO-CURRICULAR ACTIVITIES:

Passed “B” Cetificate Examination of N.C.C in 1995.

[SUBHASIS MUKHERJEE]