

RESUME



PALASH MONDAL

Mob-8389881949/8768117370

Mohisha, Habra, WB

E-mail:-palashmondal876@gmail.com

West Bengal-743271

Objective

To become a successful employee by office based on principle of teaching and current information thereby providing professional services with objectivity and with respect for the unique needs..

Professional Qualification

1 Certificate course in basic knowledge in Oriental computer training center (1 Year course).

- (a) MS Word,
- (b) Excel,
- (c) Power point,
- (d) Internet,
- (e) Fundamental.

Educational Qualification

1. B.A (Pass) FROM **Sree Chaitanya College Habra** in the year 2012

2. Higher Secondary from **WBCHE** in the year 2008.

3. Secondary from **WBBSE** in the year 2006.

WORKING EXPERIENCE:-

- ❖ ORGANIZATION- : **ARS STEELS PVT. LTD**
- ❖ POSITION- : **Back office assistant and logistics assistant.**
- ❖ PERIOD- : **2nd April 2014 to 1st Nov 2017.**
- ❖ JOB PROFILE- :
 1. Maintaining Billing Division (using Excel)
 2. Maintaining Stock (Manually & Excel).
 3. Preparing Quotation,
 4. Manually preparation of challan.
 5. Preparing Tender
 6. Payment follow up to the debtors and creditors.
 7. Dispatch mention and Logistics support all work.

- ❖ ORGANIZATION- : **BOSTIN ENGINEERS PVT LTD.**
- ❖ POSITION- : **Store Keeper (Factory)**
- ❖ PERIOD- : **10th Dec 2017 to 3rd Feb 2019.**

- ❖ **JOB PROFILE-** : 1. *Maintaining Billing Division (using Excel)*
2. *Maintaining Stock (Manually & Excel).*
3. Dispatch mention and Logistics support all work.
- ❖ **PROJECT-** 1) **Boiler Pressure Parts Job.**
2) **IOCL, Bongaigaon Refinery Project(L&T Hydrocarbon Engineering Limited) (Store using Excel)**
- ❖ **ORGANIZATION-** : **RAHEE INFRATECH LIMITED.**
❖ **POSITION-** : **Store Incharge (RVNL Project)**
❖ **PERIOD-** : **4th Feb 2019 to 6th Jun 2019**
❖ **JOB PROFILE-** : **1. Site Store & All Store related work (using Excel & SAP)**
❖ **PROJECT-** 1) **Sambalpur to Jharsugda 3rd line project.**
2) **Rishikesh to Karanproyag project.**
- ❖ **ORGANIZATION-** : **BOSTIN ENGINEERS PVT LTD.**
❖ **POSITION-** : **Store Incharge (Factory)**
❖ **PERIOD-** : **7th Jun 2019 to 31st Aug 2021**
❖ **JOB PROFILE-** : 1. *Maintaining Store (using Excel)*
2. *Maintaining Stock (Manually & Excel).*
3. Dispatch mention and Logistics support all work.
- ❖ **PROJECT-** : 1) **Boiler Pressure Parts Job.**
2) **Ammonia Plants & Urea Plant of 2200 MTPD Sindri (STRUCTURE PROJECT)**
(L&T Hydrocarbon Engineering Limited) (Store using Excel)
3) **ETHYLENE GLYCOL PROJECT, PARADIP REFINERY.**
(L&T Hydrocarbon Engineering Limited) (Store using Excel)
- ❖ **ORGANIZATION-** : **L&T HYDROCARBON ENGINEERING LIMITED.(APEX)**
❖ **POSITION-** : **Store Assistant (Data Entry Operator)**
❖ **PERIOD-** : **1st Sep 2021 to Present.**
❖ **JOB PROFILE-** : **1. Store & QC Report Entry (using Excel & Ealps)**
❖ **PROJECT-** : 1) **Barauni IOCL Refinery BR9 AVU Project (Bihar)**

❖ **Hobbies and areas of interest:**

Music, Computer, Reading Books.

❖ **Personal Information :**

Father`s Name : Laxman Mondal

Date of Birth : 30-Nov-1990

Marital Status : Married

Gender : Male

Nationality : Indian.

DATE:

PLACE: Habra

Signature
PALASH MONDAL