

## SUMMARY

I have 4 years 6 months of professional and progressive experience in MANASHI CRAFT PVT. LTD. which is one of the well-known architectural firms and interior decoration companies.

## PERSONAL DETAILS

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| Name | Namrata Ghosh |
| Gender | Female |
| Date of Birth | 13th Mar 1994 |
| Address | 32, Udaypur Road , Chitta Bose Sarani, Nimta, Kolkata- 700049 |
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## ROLES & RESPONSIBILITIES:

* Material Selection from Project Plan Drawing and BOQ (Bill Of Quantities).
* Prepare Purchase Order and Purchase Order made from Tally.
* Preparation of BOQ (Bill of Quantities) from Drawing.
* Maintenance of stock materials list.
* Preparing purchase order.
* Project plan drawing reading and analysis.
* Extracting material quantities from drawing.
* Choosing the suppliers that the company will deal with and maintaining interaction with them.
* Collate purchase orders and purchase requisitions to order materials, goods and supplies and send it to the suppliers.
* Review inventories and order as required.
* Interaction with the suppliers on a day to day basis.
* Review deliveries against the orders.
* Track the status of orders.
* Deal with non-supplied, under orders, over orders and damaged goods.
* Ensure that any invoice is sent to accounts for payment.
* The material order as per project plan drawing for interior work.

## PROFESSIONAL EXPERIENCE

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| **Company Name :** Manashi Craft Pvt Ltd  **ROLE:**  Project Co – Ordinator (Procurement)  **DURATION:** Jan-2015 to till date  **PROJECT TITLE:**  Interior Works (Interior fit out work including materials and labour).  **Working Project Name:**   * HIDCO BISWA BANGLA CONVENTION CENTRE * BENGAL PEERLESS HOUSING DEVELOPMENT COMPANY LIMITED – AVIDIPTA PHASE – I * BHUTAN NATIONAL BANK LIMITED * SWABHUMI RANGAMANCHA PROJECT * BENGAL FAITH HOSPITAL PROJECT * Quest Mall (Skii Bar)   **PROJECT LOCATIONS:**  Kolkata, Burdwan and Bhutan. TOOLS AND UTILITIES  * M.S. Office * AUTOCAD acquired * Tally. ERP 9  EDUCATIONAL QUALIFICATIONS  |  |  |  |  | | --- | --- | --- | --- | | Examination | Institute/University | Year of Passing | %/CGPA | | **12th** (Higher Secondary Exam) | Belghoria Mahakali Girls High School | 2012 | 78.25% | | B.A (Bengali Hons.) | Bethune College, Kolkata | 2015 | 62% | | **10th** (Secondary Exam) | Belghoria Mahakali Girls High School | 2010 | 70% |  PROFESSIONAL TRAININGS/DIPLOMA/CERTIFICATIONS  |  |  |  |  | | --- | --- | --- | --- | | Title | Organization | Year of Passing | %/CGPA | | Diploma in interior decoration | Vocational Training Institute | 2017 | 65% | | Diploma in Project Management | ISBM (International School Of Business Management) | 2018 | 70% |  REFERENCES:  * Mr. Anoop Kumar Srivastava (Executive Director) – Contact Number : 9830027740 * Mrs. Amita Banerjee (Senior Architect) – Contact Number : 9830384958 |  |

## DESIRED JOB DETAILS:

* Job Type: Permanent
* Employment Status: Full time
* Preferred Location: Kolkata