

CURRICULLAM VITAE

Mr Pallav Bhattacharjee

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Permanent Address:

New Adabari Colony, Near Qtr NO 484/C. Guwahati-12.

Career objectives

To pursue a growth oriented career with a progressive company that provides a scope to apply my knowledge and skills that would help me contribute my best to the organization.

Work Experience :

Worked as Logistics Associates (Mahindra Generator(Joyshree Powerol distributor) from Jan' 2013to Nov' 2013

Worked as Sr. Executive (Ych logistics India Ltd) from Nov 2013 to Dec 2015

Worked as Sr. Executive in Parekh Intergrated Services PvtLtd),Nerolac Paints Ltd project from Oct 2016 to Dec2022

Work at Astral Ltd as Depot Executive from Feb'23 to Apr'23

Responsibilities :

Logistics Execution, Inbound process , outbound process, and internal warehouse process, Transportation information system.

- Stock taking against STN's and PO's in SAP (GRN)
 - Any difference (damage/shortage/excess) reporting to HO.
 - Creating new customer ID request order in SAP.
 - Providing information to Sales Executives about their respective customer outstanding.
 - Following up with transporters regarding timely pick up and delivery of materials .
 - Entering daily dispatch shipment entries in SAP.
 - Checking Transporter Bills and submitting them to Admin Head.
 - Token Entry In SAP.
 - Printing credit notes, debit notes and account statements & sending them to respective customers on monthly, quarterly basis and also maintaining record of the same.
 - Taking note of Customer grievances and reporting them to Admin head.
 - Creating Indent order for urgent materials in SAP.
 - Informing customer about their upcoming payment due dates and also entering collections in SAP.
 - Conducting Stock checking on daily basis and reporting same to HO.
 - Stock adjustment entry in SAP.
 - Inactivation of damage/ defective/ expiry material lying in SAP.
 - Order punching in SAP.
 - Making cheque bounce entries and credit note and debit note adjustment entries.
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- Managing day to day operation activity & customer Interaction
 - Maintain All records for regular Dispatches & preparing Stn.
 - Update Daily Inbound Stock report in (WMS)
 - Defetive collection & reverse it to Hub (Mother plant)
 - Follow up with CSE (Customer service Engineer)
 - Maintain stock register.Rod Permit Register.
 - Sending Inbound stock details to H.O.
 - Mailing,
 - Stock maintain.
 - Daily Stock report Maintain
 - Checking Stock register physical vs System in Sap
 - Sales return Raise& Generate the Credit Notes
 - Billing(materials/Gift/Shade Card)
 - Shipment updation of daily Despatch
 - E waybill Generation
 - Srv Records Maintain
 - Credit notes & Invoices prints send it to Customers
 - Acknowledgment updation in Sap.
 - Maintain Upto date Confidential Files
 - Customer Follow-up.
 - MiS Report.
 - Taking Grn of Inbound Materials.(migo)

- > Creating Stn.
- > Telephonic Support.
- > Maintain Pop Materials.

Academic Credentials : BCOM GRADUATE , From Paschim Guwahati Mahavidyalaya.

Application package : Computer Basic.(EXCEL. WORD. POWERPOINT,PVOT TABLE,VLOOKUP,HLOOUP)

Language Known : English, Bengali, Hindi, Assamese.

Personal Profile :

Name :Pallav Bhattacharjee

Mother Name : Kalyani Bhattacharjee

DOB : 02-10-1992

Nationality : Indian

Marital Status : Unmarried

Declaration:

I hereby, declare that all statement made in the application are complete and correct to the best of my knowledge and belief.

Place: Guwahati.

Date :17.05.23

PALLAV BHATTACHARJEE.