

CURRICULUM VITÆ

AMIT KUMAR DAS

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Career objective:

- ❖ To be an integral part of an organization where my contribution is recognized and rewarded.

Professional Profile:

- ❖ Civil Construction near about 03 years' experience. Civil construction & Interior experience 04 years. Currently work in NPR GROUP a Financial Accounting by professional with nearly 01 year 06 months & Purchase Executive last 06 months.

NPR GROUP:

- ❖ Account cum Purchase Executive.

Accounting:

- ❖ Create Customer Invoice in **tally ERP 9, MS Office** day to day bases.
Track the sales record of Dealer, Distributor and Sub Dealer and send them to the management for analysis purpose.
- ❖ Maintain also courier detail, sending party Invoice through Courier to rest of Bengal.
- ❖ Daily basis received entry.
- ❖ Monthly BRS, Branch Reconcile.
- ❖ Daily Pass book update from bank statement.
- ❖ Party payment conformation name wise & branch wise.
- ❖ Material consignment up date in tally & excel.
- ❖ Daily generate cash voucher.

Purchase:

- ❖ Identify suppliers and evaluate potential suppliers, conducting market research to find the best sources for goods and services.
- ❖ Request for Quotations to suppliers, evaluate the responses, and negotiate pricing and terms.
- ❖ Create Comparative & go to approvable.
- ❖ Purchase Orders Create and manage purchase orders, ensuring they align with company budgets and needs.
- ❖ Develop and maintain relationships with suppliers, addressing any issues that arise and ensuring they meet quality standards and delivery timelines.
- ❖ Monitor inventory levels and consumption patterns to ensure timely procurement of goods while minimizing excess inventory.

Administration:

- ❖ To record the progress of all enquiries and translate into a monthly report, including source of business trends

enquiry conversion rates, future predicted sales and other reports as directed by the sales manager.

- ❖ Ensure an efficient tracking system of all event paper-work.
- ❖ Up-keep of a client and agents database – updating where necessary to allow effective promotions.

Work - Experience:

ROHIT REFRIGERATION PVT LTD – 2014:

- ❖ Invoice Generation.
- ❖ Liaison with Sales Personnel for Material Stock.
- ❖ Keeping track of Dealers sales record.
- ❖ Follow-up with factory for pending order details.
- ❖ Courier track record.
- ❖ Keep details of dispatch record.

EXPANISE CONSTRUCTIONS & INFRASTRUCTURE PVT LTD:

- ❖ Interior Designer.
- ❖ Civil Contractor.

Academic Credentials:

- ❖ Graduation in B. Com Budge Budge College (Calcutta University in 2014)
- ❖ Interior Design & Decoration (GFI in 2015-2017)
- ❖ Higher Secondary from Sarangabad High School in 2011
- ❖ Madhyamik from Sarangabad High School in 2009

Computer Knowledge:

- ❖ MS Office, Tally ERP 9 & Farvision ERP, Browsing Internet.

Personal Details:

Date of Birth - 08th March 1990

Current Address - 52 Netaji Subhas Road. P.O & P.S – Budge Budge. Kolkata – 700137. Dist. – South 24Parganas.

Linguistic Abilities - English, Hindi & Bengali.

Date –

Place – *Budge Budge*

SIGNATURE...*Rohit Kumar Das*