

RAJU SARKAR

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West Bengal, India.

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**OBJECTIVE:**

I am seeking to enter into a position which gives me an opportunity to learn, as well contribute to the growth of the organization through my sincere and hardworking efforts.

EXPERIENCE:**1) Worked JG HOSIERY Pvt.Ltd (Amul Macho Garments)**

**As an "Assistant Manager-Material Sourcing" From December 2007 to July 2021
(At Dum Dum Cossipur Chiriamore)**

**2) Worked as an "Accounts Executive" (STEX SOFTWARE PVT.LTD)
From July 2006 to July 2007 (At Ballygunge Phari).**

JOB PROFILE:**J G HOSIERY PVT. LTD (Amul Macho Garments)**

1. Doing Material purchase entry.
2. Making vendor bills (weekly vendor payment).
3. Making Check for the vendors as per their bills.
4. Completing the purchase bill within every month.
5. Making the purchase PO in every month.
6. Updating Regular purchase estimation Report.
7. Updating Regular PO & back sheet.
8. Working for supplier's weekly payments.
9. Making good relationship with vendor.
10. Doing working for every month requirement.
11. Maintaining optimum stock & distribution.
12. Doing Working for every day Material issue
13. Doing Material issue entry for every day
14. Doing New Material Development
15. Doing Cutting Entry
16. Doing Making Issue and Making Received
17. Doing Barcode Design and printing

STEX SOFTWARE PVT.LTD

1. The most important task was Completing the whole Entry daily.
(Sale, Purchase, Cash, Bank)
2. Clearing payment every month.
3. Doing BRS every month.
4. Sending daily bank & cash Reports to HOD.
5. Giving creditors payments once a week.
6. Sending monthly sale, purchase, cash& bank report to HOD.
7. Making good relationship with vendor.
8. Pretty cash book maintain.
9. Depositing the daily cash into the bank.

EXPECTED SALARY:
(Negotiable)

EDUCATION:

2006 Bachelor of Commers,
Ananda Mohan College,Kolkata,Calcutta University.

2002 Highier Secondary, (10+2)
West Bengal Council of Higher Secondary Education.

2000 Madhyamik, (10th)
West Bengal Board of Secondary Education

PERSONAL DETAILS:

NAME: Raju Sarkar
FATHER'S NAME: Late Nikhil Ranjan Sarkar
DATE OF BIRTH: 17th June, 1983
INTERESTS: Communicating with people,
Listening to music, playing cricket.

Other Qualification :

**Tally ERP 9,Tally Prime, SAP (MM Module),Basic Computer,
Microsoft Office with Adv.Excel and also known
Internet Function, DFM Course (Diploma in Financial Management)
From Tally Academy Sodepur**

Operating System: Windows 95/98, Windows XP., Windows 2007

LANGUAGE KNOWN:

English, Hindi, Bengali.

SKILLS AND STRENGTH:

1. Passionate to achieve the desired result.
2. Good in analytical and logical thinking.
3. Excellent verbal and written communication skills.
4. Having high level of confidence and mental power.

DECLARATION:

I hereby declare that the above information and statements are true and correct according to my best knowledge and belief.

DATE: / /

PLACE: Kolkata.

Candidate Signature