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**Abir Chakraborty**

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B/2/1, Brinda Appartement , Ghora Chock

Jugsalai, Jamshedpur.

Looking ahead for a bright professional career in challenging and creative environment that can exploit the potential skills in me and enhance my knowledge and career. As I help the organization to meet its goals with a persistent endeavor to fulfill responsibilities with complete devotion and honesty.

**Synopsis**

* **Able to handle multiple responsibilities in various platforms at a time.**
* **Good Knowledge in Computer Operation.**
* Quick in learning new technologies and adapting to new environments.
* Possess excellent team participation skills and leadership qualities.
* A systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization.
* Proficiency at grasping new environmental concepts quickly and utilizing the same in a productive manner.
* A team player with good communication skill, relationship management skills & interpersonal skills.

**Academic Credentials**

MBA From C.V Raman University

BCA from C.V Raman University

H.S. passed

I.C.S.E passed

**Professional Credentials**

One year diploma in Aviation Management and Hospitality from **Kingfisher Training Academy**, Kolkata

Diploma In Computer Application (6 Months) from **I.C.I.T** , Jamshedpur.

**Working Experience**

Currently Working as an purchase and administrative executive in SAP in Tata Steel in Randstad payroll.

Worked as a Billing in SAP in **Tata Steel,** Raw Material Projects (RMP) dept from 1st Sept 2016.

Worked as a Billing Assistance under Seva Sadan in **JUSCO,** PHHS dept from 1st Aug 2014 to Feb 2016

Worked as a Trainee SAP Technical Consultant under **UST** in JUSCO from 1st May 2013 to Aug 2014

Worked as a Software Developer under Cybersoft Consultant in JUSCO from Jan 2012 to Apr 2013.

**IT Skill Set**

Operating Systems : Windows XP/7/server 2008

Applications : MS Office (Word, PowerPoint, Excel).

**Role and Responsibility as an Billing Executive**

Bill Checking

Challan Verification

PR creation

Material Reservation.

Creation of Delivery order / Release order

Creation of Service Entry Sheet

Creation of Debit Note

Bill process to Account using Bill Tracking System.

Making bills and submitted to other departments.

Payment follow-up.

Liability creation

**Role and Responsibility as an Administrative assistant in Tata Steel**

Providing customer service.

Assisting with all aspects of administrative management, directory maintenance, logistics, equipment and storage.

Managing inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices Coordinating between departments and operating units in resolving day-to-day administrative and operational problems.

Scheduling and coordinating meetings, interviews, events and other similar activities Sending out and receiving mail and packages.

Preparing business correspondence, agendas, and presentations, typically using Microsoft Office(Word, Excel, PowerPoint, Access, Outlook).

Sending faxes and emails.

Managing documents and files Performing multifaceted general office support.

Sending and receiving documents for the company Answering the phone.

Assisting in various daily operations.

Operating a range of office machines such as photocopiers and computers.

Managing mailing or distribution lists as needed Greeting guests and visitors

**Role and Responsibility as an SAP End User in Tata Steel**

a) Creation of Annual Rate Contract (ARC)

b) Processing of draft orders and corrections in orders as

 instructed by officials and taking prints.

c) Raising Purchase Requisition

d) Raising online SAP-SR

e) Entering order condition

f) Processing Bill and Prepare Service Entry Sheet

g) Follow Up the Order

h) Creating Change Order

i) Creating Delivery Order against ARC

j) Creating Scheme Report

k) Finding Vendor Details

l) Maintaining Order Files

m) Documentation in Ms-Word, Ms-Excel and MS-PowerPoint

n) Update Order/Payment Position

o) Checking of Budget Position & Report

p) Releasing Material Reservation

q) Reservation Report

 r) Preparing Stock Transfer Request through SAP

 s) Material Reservation through Easy Buy & SAP

**Personal Details**

**Nationality** **:** Indian.

**Sex :** Male.

**Passport No :** H3881691

**Languages :** English, Bengali and Hindi.

**Hobbies :** GYM, Listening Music.

**Date of Birth :** 1st March 1992.

**Height** : 174 cm

**Weight** : 60 Kg

**Present Location :** Jamshedpur

**Permanent Address** : B/2/1, Brinda Apartment,

Ghora Chowk, Jugsalai, Jamshedpur: - 831006, India.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place: Jamshedpur

Date:

Abir Chakraborty