

ATANU GHOSH

BORA GHOSH PALLY, BORA, SINGUR
DIST- HOOGHLY
PIN.-712306
WEST BENGAL

Contact No.- 7595947824

E-Mail – atanughosh2794@gmail.com



OBJECTIVE

To go higher up In my professional life as an ideal professional by implementing whatever I have learnt so far, As well as the things that have to be learnt hereafter by sheer use of my positive qualities.

ACADEMIC QUALIFICATIONS

Name of the Examination	Board/Council	Year of passing	Marks(%)	Grade
MADHYAMIK / SECONDARY	W.B.B.S.E	2010	69.4%	A
HIGHER SECONDARY	W.B.C.H.S.E	2012	77.2 %	A

TECHNICAL QUALIFICATIONS

COURSE :- Diploma in Computer Science & Technology.

COUNCIL :- West Bengal State Council of Technical Education.

NAME OF INSTITUTION :- A.P.C ROY POLYTECHNIC (JADAVPUR)

1 ST YEAR	2 ND YEAR		3 RD YEAR	
VOCATIONAL(H.S)	SEM - 3	SEM - 4	SEM - 5	SEM - 6
83%	8.2	8.2	8.3	7.7

WORKING EXPERIENCE

EMPLOYERS	PERIOD	
	FROM (Month-Year)	TO (Month- Year)
Haldiram Bhujiawala Ltd. Designation- Logistics Executive	October,2017	Mar,2020
Nipha Exports Pvt.Ltd. Designation – Store Executive	November,2021	Mar,2023
Leade Liquor Manufacturing Pvt. Ltd. Designation – Store Executive	Apr,2023	Till Date

RESPONSIBILITIES AT HALDIRAM:-

- Prepare Challan/Bill in Oracle.
- Date entry operation in oracle.
- Multiple report preparing.
- Making e-way bill for transporting any goods.
- Making GRN(Goods Received Note).
- Prepare return bill/credit note in Oracle.
- Also do MS-Word, MS-Excel related any work.

RESPONSIBILITIES AT NIPHA:-

- Making material GRN & Jobber GRN in ERP.
- Prepare jobber challan in ERP.
- Do MIN (Material issue Note) process in ERP.
- Stock maintain.
- Prepare multiple Report in Excel.
- Material handling.
- Vendor vehicle planning for incoming material (job work).

PRESENT RESPONSIBILITIES : -

- Prepare challan for outward vehicle.
- Maintain Inward & Outward register.
- Maintain Stock register.
- Prepare weekly/monthly Stock report.
- Material handling.
- Manpower handling.

***** I also operate FORKLIFT.

PERSONAL INFORMATION

Date of Birth : 27.11.1994
Nationality : Indian
Religion : Hindu
Sex : Male
Father's Name : Arjun Ghosh
Marital Status : Unmarried
Languages Known : English,Hindi,Bengali
Hobby : Playing Cricket,Football,Drawing, Reading books etc.
Strength : A systematic,organized,hardworking and dedicated team player.

DECLARATION

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date :

Place :

Atanu Ghosh

.....
(Atanu Ghosh)