Curriculum vitae

Soumen Halder

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Kolkata: 700 042.
(West Bengal)

Personal Information
Father's Name : **Sanjoy Halder**
Date of Birth : 31 st Decembar 1991
Sex : Male
Nationality : Indian
Religion : Hindu
Marital Status : Married
Languages : (Write) English, Hindi , Bengali, (Speak) Bengali ,Hindi

Hobbies
➢ Learn new things.
➢ love to maintain a relation.
➢ Cricket.
➢ Foot Ball.
➢ Travelling with Family.
➢ Shopping with Family.
➢ listening to music.

Career Objective

Respected Sir/Madam,

I Believe in a long term Career. I Want to Work Responsibly. I Seek Challenging Opportunities Where I Can Fully Use My Skills for The Success of The Organization. I want to Contribution to The Growth of My Organization Through Hard work, Team building Skills, Intelligence, Potential, Diligence, Sincerity and Dedication.

Education

B. A Passed (Graduate)
The prafulla chandra college , Kolkata,
Calcutta University
Year of Passing 2014.

Higher Secondary (Class XII)
The Brajanath Vidyapith,Kolkata,
West Bengal Council of Higher Secondary Education
Year of Passing 2010.

Secondary (Class X)
Satyabhama Institution for Boys, Kolkata
West Bengal Board of Secondary Education
Year of Passing 2008.

Computer Proficiency

Successfully completed Itizen Semister II course from ASIAN PESIFIC ILAND INSTITUTE (APII).

Computer Skills :

Proficiency in MS-Dos, Windows, Internet, Email, MS-Office, such as Word, PPT, Basic Excel "Advance Excel and Google Workspace"- Vlookup, Pivot table, Pivot chart, Conditional formatting, Data Validation, Hyperlink, Filter, Advance Filter, Sumif, Countif, Countifs, Count, Counta, Count blank, Subtotal, IF Formulas, Match, Concatenate, Minimum, Maximum, Average, Round, Index Function, Sum product, Today, Day/Month/Year, Google Spreadsheet, Google Form, Google App Script, Query, Import Range, Filter, if error with Vlookup, Dashboard creation, Data analyst, Coding on google sheet, System creation for any kind of job manage, maintenance. Creation QR code, automatic order ID, Item code and ETC.

Interest

- love to work confidently.
- love to work systematically.
- love to work with perfection.
- love to work with huge responsibility.
- love to work with major pressure.
- love to work with transparent image.
- love to work till end to end.
- love to support, help, to my colleague.
- The day our company's development will have my imprint on every level. I will be the most happiest on that day.
- Love to face any challenge.
- Love to solve any issues.
- Love to do some new system create for my company, because i am a Stakeholder of my company.
- love to work during long period in my company.

Work Experience:

- **The Mining & Engineering Corporation (Prop: Vindhya Industries Pvt Ltd).**
  As a **MIS Executive & Account Assistant** Since 12-Jan-2012 to 21-Jan-2021.
  (Salary In Hand-INR 31000/-Thirty One Thousand Only), (**Business:** Infrastructure for Telephone, Tower Installation & Optical Fiber Maintenance)

- ❖ **What I got from this company -** "**I Got From This Company** " I Have Handle The Multi-Tasks In This Company So I Have Achieved The Valuable Experience Which Is Very Very Important for Success my Professional Life. I Think This Experience Can Be Improving My Job Skills at Every Step in My Upcoming Future. And I Think Very Precious This Experience Can Be a Key to My Life's Success.

- **Tulsa Tirumala Housing LLP.**
  As a Senior **MIS Executive,** Since 26-Jan-2021 to Till Date.
  (Salary In Hand-INR 28000/-Twenty-Eight Thousand Only), (**Business:** Real-estate Developer (Commercial & Residential)

Operation Aria & Skills:

- Any System creation, as per need Company's Management.
- Attendance sheet management for Employees salary, with automatic salary slip generate.
- Coordination with Site in-charge & Engineer for Making the Various type Operation Report.
- Purchased & Stock, Inventory management (IMS).
- Site expenses sheet management System (SEMS).
- Petty cash management System (PCMS).
- Contractor management (CMS).
- Labor management (LMS).
- Contractor & Vendors Accounts management.
- Create All Type MIS Report and Analyst It.
- Employee Management (EMS) System.
- Operation Management for FMGC, Real-estate Construction, Ecommerce, MFGC.
- DPR Management for FMGC, Real-estate Construction, Ecommerce, MFGC.
- Site Visit Management Sheet for Real-estate Construction Company.
- Sales Analyst.
- Profit Analyst.
- House keeper work schedule for Facility Management Company.
- Sales Leads Funnel System Creation.

My system creation

GROUP	ITEM	GOOGLE FORM	GOOGLE SHEET	Why is important ? / What is the importance ?	DRESCRIBTION OF OPERATION	MD, EA, PA, HOD, GM, AND EXECUTIVE, WILL GET AII INFORMATION AUTOMATICALLY THROUGH EMAIL & WHATSAPP
Accounts Management	Accounts Checklist:	NA	✔	What is the importance of Accounts Checklist:?	A Accounts checklist can help you keep track of your to-do list, make sure you don't forget important tasks, and help you stay on track throughout the day. A daily checklist is simply a list of tasks that you need to do in order to achieve certain goals.Checklists ensure tasks we set out to do during the day will be completed correctly by clearly outlining the steps we must not miss. Speed and efficiency help time management, and task management empowers teams to be productive.	NA
Accounts Management	Site & Office Expenses Sheet:	NA	✔	What is the importance of an Site & Office Expenses Sheet:?	An expense report contains a categorized and itemized list of expenses that were made on behalf of the organization. This report helps the employer or finance team determine what money was spent, what was purchased, and how much of the expenditure is approved for reimbursement.Expense reports play a critical role in helping you understand your business's financial status. Expense reports show how much money is being spent within the whole company, a department or on a project. They can also be used by employees for reimbursement of business-related expenses.Expenses are ultimately money that is spent in order to ensure the company can function and grow the operations of the business.	NA
Business & Time Managent	Help-Slip-MD:	✔	✔	What is the importance of Help-Slip-MD:?	When your require any Decision, suggestions, Confirmation, Approval, Appointment,then scan the QR Code,Link and fill the Help Slip and take above all support from MD.Office management helps to maintain a close relationship between the different departments and people. It regularly supplies order, command, and instruction to different people. It performs various functions like planning, organising, controlling, staffing, supervising, motivating and effective leadership.	-------->MD, EA, PA, GM
Business Managent	JV Proposal Form:	✔	✔	What is the importance of JV Proposal Form:?	A joint venture proposal is an important document that outlines the potential of a business partnership. It can help companies use their resources to reach new markets, develop new products and services, or expand their operations.What is the purpose of JV? Joint Venture (JV): In a joint venture (JV), two or more businesses decide to combine their resources in order to fulfill an enumerated goal. They are a partnership in the colloquial sense of the word but can take on any legal structure.	.-------->MD & PARTNERS
Business Managent	Company Asset Sheet:	NA	✔	What is the importance of Company Asset Sheet:?	It reveals a company's liabilities, assets, and owners' equity net worth. Recording fixed-asset transactions helps create valuations and aids in financial reporting, which can be crucial to capital-intensive projects. Most businesses own at least some fixed	NA
Employee Management	Attendance Sheet With Automatic Salary Slip Generate:	✔	✔	What is the importance of Attendance Sheet With Automatic Salary Slip Generate:?	Attendance Sheet is a tool to record the regularity of a student, teacher, employee on a day to day basis. It is used for payroll/salary purposes. Earlier, people use to maintain attendance manually on paper sheets or rooster books.The salary slip is important as it helps employees in seeking loans, future employment, income tax planning, availing government subsidies, and acts as a legal document of employment. Preserving salary slips is as important as the employment	NA

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Employee Management	Attendance Sheet with Exact location Tracker:	✔	✔	Why is employee Attendance Sheet with Exact location Tracker:?	Employee attendance tracking is vital for any business. It helps managers keep track of employee hours, identify absenteeism patterns, and ensure employees are where they are supposed to be.Time and attendance tracking is a key function of every HR department. This is to ensure that all employees are fulfilling their obligations and that the company is in compliance with various regulations.	.-------->MD & HR
Facility Management	Daily Checklist	✔	✔	Why is the important of Daily Checklist	A checklist is a simple to-do list that the person responsible has to run through before delivering work. It serves both as a way to keep track of what needs to be done as well as ensures that the work-completion quality is according to the requirements.. What is the importance of daily checklist? The Importance Of Using Checklists	OpenGrowth Checklists provide detail for each step of a process, allowing you to stay organized. It can be used as a visual reminder, a method of prioritizing chores, and a means to schedule all that has to be done in order to avoid missing deadlines.	.-------->MD, GM, HOD
Facility Management	House Keeper Work Shedule:	NA	✔	Why is it important to have a House Keeper Work Shedule:?	Effective housekeeping can help control or eliminate workplace hazards. Poor housekeeping practices frequently contribute to incidents. If the sight of paper, debris, clutter and spills is accepted as normal, then other more serious hazards may be taken for granted.	NA
Operation & Employee Management	Delegation Sheet With Employee Performance Score Board:	✔	✔	Why should we use Delegation Sheet With Employee Performance Score Board:?	Delegating effectively saves time, helps you as a leader and your team develop as professionals, prepares you to manage larger teams, and inspires employees and team members to perform better. Delegation is an important. What is the importance of employee performance? Importance of Performance Management Why is employee performance review important? Performance reviews are important for both the employer and the employee. It gives both individuals an insight into the current performance of the employee, identifies areas where they can improve or up skill as well as initiating or discussing different ways of carrying out their current role

This increases trust and ensures everyone feels better supported and more engaged. Without this, employees are more likely to feel detached from their work and its role within the organisation, which is very likely to result in a higher rate of staff turnover. | .-------->MD, GM, HOD, EXECUTIVE |
| Operation Management | A flowchart management system (FMS) | NA | ✔ | What is the importance of FMS: in business? | The purpose of any flowchart is to help visualize required steps – especially important for a project management process. Every flowchart consists of actions, the roles responsible for executing those actions and the inputs and outputs for each step.This system controls the time management for Ecommerce, Courier company | NA |
| Project Management | Vehicle Movement Sheet: | ✔ | ✔ | What is the importance of Vehicle Movement Sheet:? | Vehicle movement sheet provides all the details required for controlling the vehicles. It indicates the kilometer run, load or passengers carried, hours used, and delays and the reasons for delays. It also gives details of supplies made to the vehicle. For example, petrol, oil, grease, etc. | .-------->MD, GM, HOD, EXECUTIVE |

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Project Management	Daily Labour & Machinery Report:	✔	✔	What is the importance of Daily Labour & Machinery Report:?	(Increased Communication: ... Increased Productivity: ... Increased Accuracy: ... Increased Timeliness: ... Increased Information: ... Improved Decision-Making:...) Daily reports refresh our memory and keep track of on-site activities. Keeping a detailed record gives insight into a project to increase performance and productivity.Daily reports are the very best way to get and)backup schedule status and updating and this is very critical. Daily or at least weekly input should be done to your project schedule don't wait for a month to go by and deal with your update all at once every month. Labour Productivity in Construction: Labour productivity is the ratio of the work done to the number of labours deployed for the job. The labour productivity measurement is for a day, a week or a month. It is an indication of the efficiency of the workers.	.-------->MD, ENGINEERS,GM,HOD
Purchase	Vendor Registration Form:	✔	✔	What is the importance of Vendor Registration Form:?	Registration is the first step in supplier management. It requires a standard list of information from any supplier wishing to provide goods or services. This information is checked for completeness and compliance and entered into the system.. What is the purpose of a vendor form? With a Vendor Agreement, a person can clearly determine the security policies, financials, and other important which help in increasing efficiency and also develops an effective supplier and vendor relationship. Why is an approved vendor list important? An approved vendor list (AVL) reduces risk by ensuring that all vendors are properly vetted by an organization and meet its requirements for quality, pricing, delivery, and other established criteria.	.-------->MD, PURCHASE MANAGER, GM, ACCOUNTS DPT
Purchase	Purchase Matrix:	NA	✔	What is the importance Purchase Matrix:?	A Purchase Matrix will be very very helpful for get the exact quotation.A Purchase Matrix will be very very helpful for make a perfect order. What is the importance of Purchase Matri. (Increased Communication: ... Increased Productivity: ... Increased Accuracy: ... Increased Timeliness: ... Increased Information: ... Improved Decision-Making:...)	NA

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Purchase	Project Engineer's Requisition Slip:	✔	✔	What is the importance Project Engineer's Requisition Slip:?	A project engineer know that, Howmany material are require at site (Daily ?, Weeklyb ?, Monthly ?), So as he can make requisition for Order of materials. And per order requisition slip will be gnerate by a uniqe order ID. (A uniqe order ID can idetify the order from Purchase to Stock Level, Its will be very helpfull for Inventory Management & Stock Analysis) A project engineer know that, Howmany material are require at site (Daily ?, Weeklyb ?, Monthly ?), So as he can make requisition for Order of materials. And per order requisition slip will be gnerate by a unique order ID. (A uniqe order ID can idetify the order from Purchase to Stock Level, Its will be very helpfull for Inventory Management & Stock Analysis)	.-------->MD, PURCHASE MANAGER, GM, STORE MANAGER
Purchase	Purchased Order Sheet:	✔	✔	What is the importance Purchased Order Sheet:?	A Purchased Manager to be create the purchase order on basis of Engineer's requisition slip and unique Order Id. After then Quote will be ready as Purchase Matrix Sheet, After then Purchase order will be approved by MD, After then Order will be post.	.-------->MD, ENGINEERS, GM, STORE MANAGER
Sales	Sales Leads Funnel:	NA	✔	What is the importance sales funnel:?	Frequently used by sales and marketing organizations, the sales funnel helps companies understand and visualize their sales process and measure overall conversion success between each step of the funnel. A sales funnel is shaped like an inverted pyramid, similar to real-world funnels, to which the metaphor alludes.	.-------->MD, GM, SALES TEAM
Sales	Client LeADS:	✔	✔	What is the importance of Client LeADS:?	Sales leads help prevent you from wandering aimlessly trying to find your next customers. Leads serve as a guide to new revenue opportunities to grow your business. When you nurture your sales leads, you create an important source to getting more people into your sales funnel. What are the benefits of leads? Main benefits of generating leads Increases your following: By creating and posting high quality content you can expand your organic reach online, resulting in more website visitors, more followers on social media, more email subscribers, and ultimately, more customers.	.-------->MD, GM, SALES TEAM
Security Managent	Main Gate Security Register:	✔	✔	What is the importance of Main Gate Security Register:?	A Gatepass is a simple document containing the detail of items while making any product movement outside the warehouse. It is defined to secure the outbound transactions and ensure a smarter way of managing and keeping a track of the inventory for those products which were not dispatched for fulfilling an order. The gate pass system is used by companies to keep track of visitors that come and exit from their premises. A gate pass can be used to permit the movement of individuals, materials and machines to and from the organization's grounds. It helps in monitoring and tracking all movements inside an organization. What is the objective of gate pass system? Its main aim to secure company from outside visitors, contractors and the departments, company vehicle security, material, visitor scrap information. Gate Pass Management System Allow you to manage all Incoming and Outgoing items from your office or company.	.-------->RECEPTION, MD, GM

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Security Managent	Reception Register:	✔	✔	What are the benefits of Reception Register: (digital visitor management system)?	1 Answer. Reception/Registration Desk: This section is located in the lobby. It also allocates the room and establishes the room rate for different types of guest. The person of the section is called Receptionist and he/she has direct contact with the guest. What are the benefits of digital visitor management system? One key benefit of a visitor management system is the ability to quickly access a full list of all staff, visitors and contractors on site for use in an emergency. No need to fumble through enormous paper lists of everyone on the premises, VisiPoint gives you instant access to a full emergency evacuation list.	.------->MD, GM
Stock Management	Sheet for Receipt of Material at Site / Store:	✔	✔	What is the importance of Sheet for Receipt of Material at Site:?	Sheet for Receipt of material at site that confirm the received of order, (The sheet will be contain by Timestamp, Date of Entry, Weighment Slip (Yes/No), Attach Slip, with unique Order Id) This unique Order Id will confiemd that a particular order has been Received at Site. What is the importance of unique Order Id (Increased Communication: ... Increased Productivity: ... Increased Accuracy: ... Increased Timeliness: ... Increased Information: ... Improved Decision-Making:...) * And a Project engineer will get the stock received information.*And a Purchase manager will get the stock received information.*And MD will get the stock received information.*And accounts department will get the stock received information. *And accounts department will will be prepair for payment.	.------->MD, PURCHASE MANAGER, ENGINEERS, STORE MANAGER, ACCOUNTS DPT
Stock Management	Inventory supply & Issued Form:	✔	✔	Why is the important of Inventory supply & Issued Form:?	One of the most critical aspects of inventory management is optimizing, managing and controlling the stock, thereby improving business efficiency. What are the top inventory management benefits? Inventory management helps businesses determine which and how much stock to order at what time. It keeps track of inventory from the time of goods are bought to time of issued materials,by unique Id. To ensure that there is always sufficient stock to fulfill Engineers & customer orders and to provide proper notice of a shortage, inventory management identifies and responds to trends.	.------->MD, ENGINEERS, GM

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Stock Management	Inventory Management System (IMS)	NA	✔	What is the importance of Inventory Management System (IMS):?	Why is Inventory Management System (IMS)? Inventory Management System (IMS) is an important aspect of managing any business, as it allows companies to keep track of their stock levels and ensure that they have enough products on hand to meet customer demand.It can help you keep track of all your supplies and determine the exact prices. What are the benefits of good inventory and stock management? Here are some additional benefits to keep in mind: Improved Accuracy of Inventory Orders. Accuracy of product orders, status, and tracking are critical to good inventory management. ... Improved Warehouse Organization. ... Improved Warehouse Productivity. ... Save Time and Money. ... Improved Customer Retention and Engagement.Inventory Management System (IMS) or Stock Management System will be Standing By Item Code.	NA
Stock Management	Inventory Management & Stock Analysis Sheet / Ordered Material Status:	NA	✔	What is the importance of Inventory Management & Stock Analysis Sheet / Ordered Material Status:?	Inventory analysis helps you determine the right amount of stock to keep on-hand to fill demand while avoiding spending too much on inventory storage. Inventory is an asset on a balance sheet and represents the product a company plans to sell to its customers eventually Why is inventory analysis important? Inventory analysis is an important aspect of managing any business, as it allows companies to keep track of their stock levels and ensure that they have enough products on hand to meet customer demand. What are the benefits of good inventory and stock management? Here are some additional benefits to keep in mind: Improved Accuracy of Inventory Orders. Accuracy of product orders, status, and tracking are critical to good inventory management. ... Improved Warehouse Organization. ... Improved Warehouse Productivity. ... Save Time and Money. ... Improved Customer Retention and Engagement.	NA
MIS Tracker Sheet	MIS Tracker Sheet:	NA	✔	What is the importance of MIS Tracker Sheet:?	Links will be listed as all above mentioned Google Form,Sheet (Forms Editable Mode) (From View Mode) (Google spreadSheet)	NA

Personality:

Personality Development training from ASIAN PACIFIC ISLAND INSTITUTE (API).

Special Skills:

All Type Excel & Google Form, Google Spreadsheet Format Create for Industrial JOB Record Maintain Like-(Patty cash Maintain Sheet, Daily Site Expense Maintain Sheet, Order Requisition Sheet, Purchase Order create Sheet, Inventory Management Sheet (IMS), Labor Management Sheet (LMS), Sales Management Sheet (SMS), Billing Management Sheet (BMS), Office Cash Maintain Sheet, Daily Work Report Maintain Sheet, Delegation Sheet, Help Slip from MD, Inventory Management Sheet, Vehicle Movement Sheet, Main-Gate Security Register Sheet, House Keeping Maintain Sheet , Reception Register Maintain Sheet, Employee & Labor Attendance Sheet & ETC.

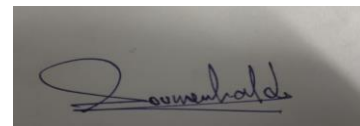**Current Monthly CTC INR 28000/-(Twenty Eight Thousand Only)**

Expected Monthly CTC INR 35000/-(Thirty Five Thousand Rupees)

Notice Period-Complete

Declaration- **Respected Sir/Madam,**

I found out that your Company needs an employee for the position of " Senior MIS Executive", And I am interested for this position. So please sir consider it and allow me for interview. I want your important support to growing my career with you. And I am committed that i will best work with my maximum at your company. Sir, above mentioned my all details are true and correct, it is given by me and fully acknowledge by me.

Thanks, with Best Respect,
Soumen Halder