

**WRITAM****BANERJEE****Finance & Admin Associate****EXPERIENCE****JMS MINING PVT LTD**

From Dec' 2021 to Present

- MIS & EHS report preparing for project/HO
- Supervision of guest house facility & In- charge of project vehicle.
- Interaction with project personnel to understand their grievances.
- Maintain & Monitoring monthly & Daily production reports and keep records of downtime weekly & monthly.
- Vendors bill verification and payment processing as per company's SOP and sending them to HO for payment.
- Liaising with customer for invoice payment collection.
- Maintenance and arranging project petty cash and its entry.
- Doing all commercial and HR related operation and attendance updating at office.
- Keeping update all statutory documents (Labour's License, CLRA, PME/VTC).
- Supervision of inventory and preparing GRN purchase from local and HO as per POs and verified vendors invoices & Periodical physical stock taking on regular basics and materials issue in SAP & making indent for purchase.
- Coordinate with other department's to ensure

EDUCATION

compliance with established policies.

MCKV Institute Of Engineering

Bachelor of Technology, Automobile

2015-2019

Vidyasagar University

Master of Business

Management, Finance & Banking

2020-2022

Admin & HR Management 78 %Financial Management 81 %**COURSES**

SAP FICO, GRAPHSON TECH, KOLKATA

About Me

Financial professional with a proven track record in financial analysis and reporting. Skilled at developing financial models, forecasting & preparing budgets and managing accounting records & MIS data preparing.

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Krishnanagar, Dist-Nadia, W.B-
741101****PERSONAL INFO**

- PAN No. EUBPB2003R
- AADHAR NO. 469881187386
- D.O.B : 09-03-1998

LANGUAGE

- English
- Hindi
- Bengali

EXPERTISE

- SAP FICO
- SAP MM
- Tally ERP
- MS Office (Excel, Power Point, Word)
- MIS
- Tally ERP
- Inventory Management
- Finance Analysis

Signature of Candidate