

PRADIP KR. SAW

D. O. B:- 12TH OCT. 1998.

At-Parstand , Beko, Giridih Jharkhand-825322.

Father's Name :- Ramlal Saw

Mother's Name :- Kunti Devi

Phone no :- 7979880601.

Mail :-pradipsaw1997@gmail.com

Religion :-Hindusium

Language :- Hindi, English,Bengoli.

Martial status :-Married

Sex:-Male

Nationality :-Indian

Cast:-OBC

Current Address :- Silchar Cachar Assam781001.

OBJECTIVE

- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

- Worked as Cashier Cum Store Assistant in Khandani Rajdhani Restaurant Pvt Ltd Pune From April 2016 to October 2018.

Job Role:-

- Reconciling Total Cash, Online ,Card payment with System swiping .
- Mailing Reports to Seniors and Reporting Manager.
- Assisting in Store Managing .

- Worked as Material Executive to Commercial Unit Head (Store & Purchase Executive) in Barbecue Nation Pvt Ltd Gurugram From November 2018 to December 2019.

Job Role:-

- Collecting and safeguarding The Material received .
- Managing store accordingly FIFO & LIFO .
- Securing all Bills and issue Requests.
- Preparing Monthly & Mid Month Consumption Reports of all Location.
- Researching Best Vendors and rates of Perishable and Non Perishable Items in Town.
- Preparing Comparison sheets , Consumption data , Food Cost Data etc.

- Worked as Commercial Unit Head (Accounts & Store Executive) in Absolute Barbecue Pvt Ltd Guwahati from December 2019 to March 2022.

Job Role:-

- Follow up with vendors and collecting invoices , statement , debit/credit notes etc.
- Assisting Senior in preparing payment sheets , vendor ledger reconciliation etc.
- Coordinating with Material Executive and other departments.
- Accounting service bills and petty cash expenses.

- Working as Purchase and Store Executive in Hotel Cachar Club by Siara Silchar from April 2022 to till date.

Job Role:-

- Follow up with vendors and collecting invoices , statement , debit/credit notes etc.
- Preparing Indent of Liquors By using Government Portal.
- Accounting service bills and petty cash expenses.
- Identify business requirements for goods, materials, and services.
- Find reliable suppliers to meet these requirements.
- Negotiate with rates, build quality, and delivery terms.
- Set up the order quantities and making bid requests on supply contracts.

EDUCATION

- S. S. C PASSED IN 2015 FROM JAC BOARD WITH 77%.
- H. S. PASSED IN 2017 FROM JAC BOARD WITH 61%.
- B.COM GRADUATE FROM MANSAROVAR GLOBAL UNIVERSITY BHOPAL M.P .
- ADVANCE DIPLOMA IN COMPUTER EDUCATIONS.

KEY SKILL

- Having experience of different billing software like I Dine, Websol, I solution ,Hotel Master, Rista.
- Having experience of different Accounting & Store management software like I beam,SAP Business-1,TallyERP9 , I solution, IDS NEXT-Business Soluton.
- Having Knowledge of MS Office ,SAP Erp, Accounting , Inventories Etc.
- Having Purchase Experience of IT ,Engineering, Housekeeping, Liquors, Groceries, Room Ammenities and Guest supply Products.

HOBBIES

- Playing cricket
- Riding bike
- Listening music