

## Manoj Kumar Mandal

### Contact Details:

Modern Bakery Accommodation

Al Quoz Industrial Area – 02

Dubai (U.A.E)

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### Post Applied for Assistant Store Manager

#### CAREER OBJECTIVE:

To obtain Challenging post that will utilize my professional experience, computer knowledge & skills that contribute to the organization goals and simultaneously provide excellent opportunities for career development and personal growth.

#### WORK EXPERIENCE WITH JOB RESPONSIBILITIES

ORGANIZATION : Modern Bakery LLC. (Dubai. UAE)

DESIGNATION: SAP DATA ENTRY (SUPERVISOR)



#### WORK EXPERIENCE:

- ❖ I have started my work in the year 2005 in a well reputed company at Modern Bakery L.L.C Dubai.
- ❖ I have perused over 18 years of experience at Dubai.
  - 2005 – As initial in production recording production works area until 2007
  - 2007 - I entered into quality control department (QC staff) in record keeping & providing reports for the audit purpose (Kfc, Burger king, Hardees, Ekfc etc.) & for the higher managers. Recording temperature, ingredients weight & proportion & analysing until 2013.
  - 2013 - I Started my work as a data entry operator in SAP field.
  - 2015 – I'm promoted to be in charge based on my performance & system knowledge.
  - At current I have a good knowledge & experience in Sap (PP & MM module frontend operations).

#### RESPONSIBILITIES:

(SAP “ PP” & “MM”| Module)- **Production Planning & Material master**

- ✚ Material master creation and extending (ROH, HALB, VERP, Non Valuated materials) for Dubai, Abu Dhabi and Alain plants.
- ✚ Managing the sap user shifting and holidays for sap production user (production user, store user & maintenance user)
- ✚ Sap system costing run and verification for the costs in the for the plant Dubai and Abu Dhabi.
- ✚ Reports for the management as per their requirements.
- ✚ Checking and clearing the sap production issues for the Dubai, Abu Dhabi plants.
- ✚ Taring for the sap users.
- ✚ Assisting the quality department for day to day matters and for audit recalls.
- ✚ Coordinating with Abu Dhabi and Alain for the orders.
- ✚ Monthly inventory reports for the internal audit department.
- ✚ Daily Reports for the management. (major Task)
- ✚ Creation of BOM for the launched products.

- ✚ Monitoring the works of my team members with error free for the smooth processing on SAP functions.
- ✚ Inventory on every month has been performed with respect to physical stocks & system stocks. Scraping and Cost Center Issuances for Dubai Plant.
- ✚ Encountering the stock cancellations & returns from the report provided in delivery department. Creating Local Purchases, for Purchases Requisitions for Quality Department (Lab).
- ✚ Taking additional responsibilities on users off day or vacations in order to perform their roll for the management.

#### **ABILITY:**

- ✚ Strong demonstrated ability to work cross-functionality with Handling and managing customers direct enquires & Phone calls.
- ✚ Solution -oriented mind & problem solving skilled person.

#### **EDUCATION**



College	Board/University	Year
<b><i>Bachelor of Social Science (BSS)</i></b>	Govt. Tolaram College, Narayanganj, Dhaka, Bangladesh.	2003

#### **COMPUTER KNOWLEDGE:**

- ✚ MS office. Excel.
- ✚ Windows xp, 8 & 10.

#### **LANGUAGE PROFICIENCY:**

English, Hindi & Bengali.

#### **PERSONAL PROFILE**

**Father's Name :** Sukharanjan Mandal.

**Nationality :** Bangladesh

**Date of Birth :** 09 - 06 - 1979

**Sex :** Male

**Marital Status :** Married

#### **PASSPORT DETAILS**

**Passport No :** EM0839173

**Date Of Issue :** 08/09/2024

**Date Of Expiry :** 07/09/2029

**Place Of Issue :** Dubai.

#### **Declaration:**

I hereby declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief.

**Place: Dubai**

**Date:**

**Yours Faithfully  
Manoj Kumar Mandal**