

EKAYAN DEB

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Objective:

Proactive Safety Supervisor with commitment to reducing incidents through effective policies and training. Analyzes tasks for potential health safety issues and hazards and recommends risk mitigation measures to management for appropriate implementation. Knowledgeable in local and state and regulations and standards.

Work Experience:

Organization: Paharpur Cooling Towers Ltd.

Duration: September 2021- till date

Designation: Safety Supervisor
(Site posted)

Responsibility:

- Advices management to take interest about safety and health in premises.
- Reporting the findings of any safety inspection carried out and recommend the safety measures.
- Advice and lead employees on various safety related topics.
- Implement the occupational health and safety policies and programs.
- Conduct risk assessment and suggest preventive measures.
- Analyze reports on incidents and determine causes.
- Give training to workers on safe usage of tools.
- Monitor safety practices of workers.
- Inform employees about specific job related hazards.
- Give toolbox talk to workers
- Implement safety standards

Organization: Paharpur Cooling Towers Ltd.

Duration: 2019 to 2021

Designation: Assistant Store in Charge

Responsibility:

- Record store material receipt and consumption on daily basis.
- Check the stock as per records

- Issue materials as indent for different works
- Inform the concerned engineer of the status of balance material in order to raise further indent
- Maintain records of cash purchase
- All computer entries
- Maintain records of departmental tools, machinery etc on site
- Inform the concerned engineer of the working condition of the machinery.
- Proper stacking of materials
- General supervision on the site regarding wastage of material
- Prepare monthly consumption report
- Check the quality of material

Organization: Puja Construction

Duration: 2018 to 2019

Designation: Assistant Store in charge

Responsibility:

- Maintain records of all materials
- Unloading and storage of incoming materials
- Housekeeping

Organization: B. S. TRADERS (Medical distributor)

Duration: September 2005 to 2018

Designation: Store Manager & Back office

Responsibility:

- Talking with retailers for orders & resolves issues
- Talking with CNFs of company for giving order
- Inventory management
- Dealing with medical representatives
- Generate bills
- All computer entries
- Bank related work.
- GST related work.
- Professional tax related documentation and forwarded to auditors
- Looking after timely delivery of medicines

- Making online payments to companies.
- Coordinating with chartered accountants for all financial documentations
- Managing a team of 8 delivery boys & 6 sales personnel
- Recruit sales man and delivery boys when needed
- Strategizing business policies as per market trends

Educational Qualifications:

Diploma : Advance Diploma in Industrial Safety
College : Asutosh College, Training Centre (WBSCT&VE&SD)
Passing year : 2023
Marks: 76.57%

Degree : Bachelor of Science (Compute Science)
College : Asutosh college, University of Calcutta
Passing year : 2004
Marks: 51.4%

Degree : Higher Secondary (Science)
School : P. K. High School, WBCHSE
Passing year : 2001
Marks : 61.9%

Degree : Madhyamik
School : P. K. High School, WBBSE
Passing year :1999
Marks :74%

Extra-Curricular Activities and Achievements:

- Have done a course on RED HAT LINUX.
- Complete knowledge of billing software “LIFE LINE” and “MARG”.
- Resolving computer hardware related issues.
- Have completed course on MS Office.
- Have taken cricket coaching locally at “Subhas Uddan” playground.

Personal Details::

- Gender: - Male
- DOB:- 7th January 1983
- Languages Known: - Bengali, English, Hindi
- Hobby: - Movie, playing cricket, travelling.
- Address: - 159/4 Dharmatala Road, Budge Budge, Kolkata 700137 (W.B)