

CURRICULUM –VITAE



SANTU GOLUI

VILLAGE: UTTAR MAJU, P.O.: MAJU,
DIST: HOWRAH, P.S. - J.B.PUR,
STATE-WEST BENGAL, PIN CODE-711414

EMAIL: SANTUGOLUI@GMAIL.COM
MOBILE NO.- 8537987262

1. NAME : SANTU GOLUI
2. FATHER NAME : SRI BISWANATH GOLUI
3. DATE OF BIRTH : 10.04.1987
4. PRESENT ADDRESS (FOR COMMUNICATION) : M/s. BRIDGE AND ROOF CO. (INDIA) LIMITED,
FLAT NO. 201, D-TOWER, SHREEJI GOLD,
OPP. BANDHAN PARTY PLOT, LAXMIPURA ROAD,
GORWA, VADODARA, GUJARAT-390016
5. PERMANENT ADDRESS : VILLAGE - UTTAR MAJU, POST- MAJU, DIST.-HOWRAH,
P.S.- J.B.PUR, PIN CODE-711414, STATE-WEST BENGAL
6. IDENTIFICATION MARK : CUT MARK IN A NOSE.
7. MARTIAL STATUS AND NO. OF CHILDREN : MARRIED
8. NATIONALITY AND RELIGION : INDIAN & HINDU
9. STATE TO WHICH YOU BELONG : WEST BENGAL
10. WHETHER SCHEDULED CASTE/ SCHEDULED TRIBE : NOT APPLICABLE
11. EDUCATIONAL QUALIFICATION :

EXAMINATION PASSED	BOARD / UNIVERSITY / INSTITUTE	YEAR OF PASSING
1. S.E (10 th)	WEST BENGAL BOARD OF SECONDARY EDUCATION	2003
2. H.S.E (12 th)	WEST BENGAL COUNCIL OF HIGHER SECONDARY EDUCATION	2005
3. B.A (H)	UNIVERSITY OF CALCUTTA	2009
4. DIPLOMA IN SOFTWARE APPLICATION	WEBEL INFORMATICS LIMITED	2009

12. WORK EXPERIENCE IN BRIDGE AND ROOF COMPANY (INDIA) LIMITED :

EMPLOYMENT RECORD:	
YEAR WITH FIRM	M/s. BRIDGE AND ROOF COMPANY (INDIA) LIMITED (A GOVT. OF INDIA E/p.) FROM 29.12.2009 TO 17.11.2025. DESIGNATION : SENIOR ACCOUNTANT CUM MIS EXECUTIVE RELEVANT EXPERIENCE 15 YEARS 11 MONTH IN THIS ORGANIZATION.
1 st PROJECT 29.12.2009 TO 31.08.2012	ADDITIONAL TANKAGE PROJECT AT GURU GOBIND SINGH REFINERY, BATHINDA, PUNJAB. CLIENT: HPCL-MITTAL ENERGY LTD., BATHINDA,PUNJAB CONSULTANT: ENGINEERS INDIA LTD., NEW-DELHI I HAVE PREPARE AND MAINTAIN OF TOTAL ACCOUNT RELATED DOCUMENTS AND TENDER DOCUMENTS FOR VARIOUS TYPE OF WORK I.E. LABOUR CONTRACT AND SUB CONTRACT & HIRING AGENCIES ENGAGED PURPOSE FOR THE EXECUTE THE JOB AS PER CO'S RULES. TASKS AND RESPONSIBILITIES AS A COMPUTER ANNALIST SHALL INCLUDE BUT NOT LIMITED TO THE FOLLOWING: KNOWLEDGE ABOUT MS OFFICE, ERP SYSTEMS, TALLY, PCMS ETC.
2 nd PROJECT 02.09.2012 TO 15.12.2012	MODIFICATION PIPING PROJECT AT GURU GOBIND SINGH REFINERY, BATHINDA, PUNJAB. CLIENT: HPCL-MITTAL ENERGY LTD., BATHINDA,PUNJAB CONSULTANT: ENGINEERS INDIA LTD., NEW-DELHI
3 rd PROJECT 19.12.2012 TO 30.01.2014	RIL, PIPING PROJECT AT SILVASSA CLIENT: RELIANCE INDUSTRIES LIMITED.
4 th PROJECT 03.02.2014 TO 09.09.2017	IOCL,INDMAX (FCC & PRU), PIPING PROJECT AT PARADEEP CLIENT: M/s. INDIAN OIL CORPORATION LIMITED. CONSULTANT: M/s. TOYO ENGINEERING INDIA PVT. LTD.
5 th PROJECT 11.09.2017 TO 31.05.2019	BUTENE-1, PYGAS DESULFURISATION PROJECT & OFFSITES, HALDIA, W.B CLIENT: M/s. HALDIA PETROCHEMEALS LIMITED CONSULTANT: M/s. TECHNIP INDIA LIMITED
6 th PROJECT 01.06.2019 TO 31.12.2021	HPCL, VRMP TANKAGE PROJECT SITE, VIZAG, A.P CLIENT: M/S. HINDUSTAN PETROLEUM CORPORATION LIMITED CONSULTANT: M/s ENGINEERS INDIA LIMITED

7 th PROJECT 01.01.2022 TO 06.01.2025	HRRL, TANKAGE PROJECT SITE (PKG.5), BARMER, RAJASTHAN CLIENT: HPCL RAJASTHAN REFINERY LIMITED (HRRL) CONSULTANT: M/s ENGINEERS INDIA LIMITED
8 th PROJECT 13.01.2025 TO 17.11.2025	COMPOSITE WORKS FOR LUPECH (J-18) PROJECT AT IOCL GUJARAT REFINERY, VADODARA, GUJARAT. CLIENT: M/s. INDIAN OIL CORPORATION LIMITED. CONSULTANT: M/s. TECHNIP INDIA LIMITED.

13. WORK EXPERIENCE IN GANESH BENZOPLAST LIMITED:

EMPLOYMENT RECORD:	
YEAR WITH FIRM	M/s. GANESH BENZOPLAST LIMITED FROM 01.12.2025 TO TILL DATE. DESIGNATION: DOCUMENT CONTROLLER CUM ASSISTANT PLANNER. RELEVANT EXPERIENCE 01 MONTH IN THIS ORGANIZATION.
1 st PROJECT 01.12.2025 TO TILL DATE	MUNDRA PETROCHEM LIMITED, TANKAGE PROJECT AT MUNDRA, GUJARAT. CLIENT: ADANI PETROCHEMICALS I HAVE PREPARE AND MAINTAIN OF TOTAL QUALITY, PLANNING DEPARTMENT RELATED DOCUMENTATION PURPOSE FOR THE EXECUTE THE JOB AS PER CO'S RULES.

14. MAJOR RESPONSIBILITIES:

- PREPARATION AND MAINTAIN OF INPUT TAX CREDIT (ITC), GST, INCOME TAX, TDS ON GST, REVERSE CHARGE MECHANISM (RCM), BILL & VENDORS DETAILS UPLOAD IN ONLINE ERP SYSTEM FOR ONLINE PAYMENT PURPOSE, CASH & BANK STATEMENT, LIABILITY STATEMENT MAINTAIN FOR SMOOTHLY PAYMENT PROCEDURE TO CONTRACTORS & VENDORS, BOOK ADJUSTMENT BILL (BAB), ETC. ON MONTHLY BASIS.
- PREPARING OF TENDER DOCUMENTS FOR THE VARIOUS WORKS (WORK, HIRING, DISPOSAL ETC. AS PER CO'S ROAD MAP ON RESPECTIVE SITE) FOR START THE JOB AS PER PROJECT REQUIREMENT BASIS.
- PREPARATION OF CLIENT AND CONTRACTOR B FORM AS PER APPROVED MEASUREMENT ON

MONTHLY BASIS.

- MANAGED THE FULL LIFE CYCLE OF PROJECT DOCUMENTATION, ENSURING TIMELY, ACCURATE, AND EFFICIENT PREPARATION, NUMBERING, SORTING, FILING, AND RETRIEVAL OF DOCUMENTS.
- SUPPORTED THE PLANNING DEPARTMENT BY CREATING PROJECT SCHEDULES, CLIENT BILL, TRACKING KEY MILESTONES, AND PREPARING WEEKLY/MONTHLY PROGRESS REPORTS FOR MANAGEMENT.
- IMPLEMENTED A NEW DIGITAL FILING SYSTEM THAT REDUCED DOCUMENT RETRIEVAL TIME BY 40% AND IMPROVED OVERALL TEAM EFFICIENCY.
- COORDINATED THE DISTRIBUTION OF DRAWINGS AND METHODOLOGIES AT SITE AND ENSURED ALL DOCUMENTATION COMPLIED WITH ISO 9001 PROCEDURES.
- PROVIDED ADMINISTRATIVE SUPPORT TO PROJECT BIDS, INCLUDING COMPILING NECESSARY DATA REPORTS AND DRAFTING CORRESPONDENCE FOR CLIENT SUBMISSION.

15. KEY RESPONSIBILITIES:

- MAINTAIN AND UPDATE DAILY/WEEKLY/MONTHLY REPORTS AND DASHBOARDS.
- ANALYZE BUSINESS DATA AND PREPARE MIS REPORTS FOR VARIOUS DEPARTMENTS.
- DEVELOP AND MAINTAIN EXCEL-BASED TOOLS AND TEMPLATES.
- HANDLE LARGE VOLUMES OF DATA, GENERATE INSIGHTS AND PRESENT THEM IN A STRUCTURED FORMAT.
- COORDINATE WITH CROSS-FUNCTIONAL TEAMS FOR DATA AND REPORTING REQUIREMENTS.
- PREPARE FINANCIAL AND OPERATIONAL REPORTS AS REQUIRED BY MANAGEMENT.
- AUTOMATE REPETITIVE MIS TASKS TO IMPROVE EFFICIENCY.
- ENSURE ACCURACY, CONSISTENCY, AND INTEGRITY OF DATA.

16. TECHNICAL SKILLS:

- ADVANCED MS EXCEL (VLOOKUP, HLOOKUP, PIVOT TABLES, MACROS, CHARTS ETC.)
- GOOGLE SHEETS AND BASIC UNDERSTANDING OF DATA COLLABORATION TOOLS.
- PROFICIENCY IN ERP, PCMS, TALLY SYSTEMS.
- ABILITY TO WORK WITH LARGE DATASETS AND EXTRACT MEANINGFUL INSIGHTS.
- STRONG KNOWLEDGE OF DATA VALIDATION AND RECONCILIATION TECHNIQUES.

CURRENT CTC : 8,50,000.00 (RUPEES EIGHT LACS FIFTY THOUSAND ONLY).

I SOLEMNLY DECLARE THAT ALL THE INFORMATION GIVEN ABOVE IS CORRECT AND TRUE TO BEST OF MY KNOWLEDGE AND BELIEF.

DATE : 20.02.2026

PLACE: MUNDRA, GUJARAT



SANTU GOLUI