



## BEEKEE MALAKAR.

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### Career Objective

15+ years of hands-on experience in automotive spare parts domain. Highly organized and detail-oriented professional with expertise in spare parts management, inventory control and order processing. Proficient in Tally, ERP9 & Prime, SAP-Hana and spare parts softwares, portals with strong analytical skills and experience in data analysis using Excel. Adept in parts valuation, ageing reports, and vendor relationship management.

### Work Experiences

- **4) Amrit Placement Services Pvt. Ltd.—A unit of Amrit Cement Ltd.—Umlaper, Meghalaya.** Nov 2025 - Jan 2026  
Asst. Manager (Grade M5)— Administration Dept.
  - Maintained and operated LMV fleet (24 vehicles).
  - Worked on Google sheets such as, vehicle lockbook, service KM checking, service & repair, fuel tracking, documents checking, checklist.
  - Generated reports of LMV fleet including all details such as MRM.
  - Handled all the requirements of 13 HODs by LMV fleet including their pick up & drop which were within the plant & outside the plant.
  - Handled all the requirements of employees by LMV fleet including their pick up & drop within the plant & outside the plant.
  - Communicating between drivers, local vendors and employees of automobile dealers.
  - Generated issue slips of fuel, LPG cylinder and other necessary goods of each department staff by the software, SAP.
- **3) Jadwet Trading Company Pvt. Ltd.—Mahindra Rise (LMV- Private & Commercial)—Port Blair, A&N Islands.** Jan 2025 - Aug 2025  
SPM (Spare Parts Manager)
  - To assist the requirements and fulfill the need of workshop both in mechanical and bodyshop.
  - Recommended related spare parts which are required for a RO/JC.
  - In mechanical segment; to provide spare parts estimate value to service advisors and service manager as per customer's demand and fill the same as early as possible.
  - In bodyshop segment; to provide spare parts estimate list & value to bodyshop manager and order the parts as per requirement after getting approval from insurance surveyor.
  - Assist customer's enquiries and fulfill their needs of spare parts timely which are provided by CREs, SAs, WM/SM & GM.
  - To interface with service technicians, master technician and ensure their spare parts needs.
  - Handling internal orders and receivings of spare parts within the organization, i.e., branch/stock transfer as per requirements via PDF's delivery challan.
  - To place the casual/normal order of spare parts on monthly basis by using formula, i.e., to track consumption quantities (3 months) and stock quantities.
  - To place VOR order of spare parts as per requirements of SA, WM/SM & GM but after getting approval via mail or written with sign on spare parts order register/book.
  - To claim the spare parts which are mismatch; transit; broken, damage, short accordingly via CRM-DMS.
  - To analyse the spare parts reports of purchase, sales, profit & loss.
  - To maintain and manage spare parts inventory, interact and manage relationships with Mahindra's vendors using the DMS of Mahindra.
  - To submit the closing stock report of spare parts, twice in a month, via mail to WM/SM, Cc to GM, OH & CEO.
  - To submit the closing stock report of spare parts on monthly basis via mail to WM/SM (Workshop/Service Manager), Cc to GM, OH & CEO.
  - To maintain the cleanliness of store department both in mechanical and bodyshop.
- **2) Poddar Auto Corp Pvt. Ltd.—Mahindra Rise (LMV- Private & Commercial)—Guwahati, Assam.** Nov 2018 - Dec 2024  
Asst. SPM & SPM
- **1) Mohan Motors Pvt. Ltd.—Mahindra Rise (LMV- Private & Commercial)—Kolkata, W.B.** Jan 2011 - Nov 2018  
Spare Parts Exec. & Sr. Spare Parts Exec.

## Skills & Abilities

- MS-Office
- Expertise in Adv. Excel
- Strong knowledge in keyboard shortcut keys
- Good working knowledge in spare parts softwares and portals
- Parts Ordering
- Receiving (MRN/GRN) & Issuing
- Parts Claim
- Parts Inventory Control & Analysis
- Parts Valuation & Ageing Reports
- Strong working knowledge in Mahindra DMS (Explorer/Chrome)
- Spare Parts Funds Payer Code
- EPC (Electronic Parts Catalog)

## Academic Qualification

- [Krishna Kanta Handique State Open University](#)  
BCA (Bachelor of Computer Applications)  
46.61%

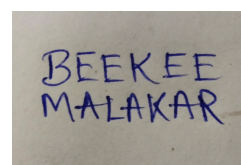
2016

## Languages Known

- English [Read, Write & Speak]
- Hindi [Read, Write & Speak]
- Assamese [Read, Write & Speak]
- Bengali [Read, Write & Speak]
- Nepali [Read & Speak]
- Bihari [Read & Speak]

## Personal Details

- Date of Birth : 04/02/1986
- Nationality : Indian
- Religion : Hinduism
- Passport : Y9466531 (Valid up to 16/11/2033)
- Gender : Male
- Driving Licence : AS-2420110001165 (Valid up to 04/01/2031)
- Place : Guwahati, Kamrup(M), Assam- 781009, India.



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