

CURRICULUM VITAE

Pradip Pramanik

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Objective

Seeking a good position in a progressive company, which encourages & recognizes hard work, where I will have an opportunity to constructively contribute towards organizational goal. Thus, enhancing my personal & career growth.

Academic Qualifications

1. B.A (English- Hons) (From Chandidas Mahavidyalaya under The University of Burdwan) 2nd DIV-in 2016.
2. Higher Secondary (From Mathrun Nabin Chandra Institution under The West Bengal Council of Higher Secondary Education) 1st DIV- in 2011.
3. MATRIC (From Majigram Bisweswari High School under West Bengal Board of Secondary Education) 1st DIV- in 2009.

Other Qualifications

1. DS (Data Structure).
2. D.C.A (Diploma in Computer Application), MS-Office 2007(Excel, Microsoft Office Word, Power Point, Internet).
3. Known Tally ERP9 (Accounting and Data Entry, Sale invoice creation, Purchase entry, Bank reconciliation).
4. Having good knowledge of Import of Goods (Import documentation for bank payment, Bank documents follow up, Responsible for logistic operations of pre-shipment and post shipment and managing customs, Customs Clearance, duty payment, and waybill generation)

Strength

1. Hard work & sincerity is my key element.
2. Cultivating Team orientation among staff and fun loving.
3. Assessing the needs and preferences of in office as needed.
4. Self-confident, time management and quality consciousness.

Job Experience

1. **J.K Chemical:-** From March 2016 to March 2018 as **Junior Purchase Executive** (Researching goods and products carefully based on quality, prices, and delivery terms. Evaluating vendors based on their business history and supplying capabilities. Creating transparency in delivery and order processes.)
2. **S.S Enterprises/Aditya Commercial Corporation:-** From April 2018 to **Sr. Purchase Executive** (in charge of researching vendors, examining prospective suppliers, and negotiating pricing and contract terms, also perform other duties such as preparing reports, tracking orders, ensuring timely deliveries, and reviewing the quality of purchased products.) and **Import Dept. Head** (responsible for the coordination and management of import/export activities within an organization for the movement of goods from another country, ensuring the transit and delivery is made on time. This includes the development and implementation of import/export policies and procedures, as well as the management of import/export documentation and shipments.)

Personal Details

Father's Name:	Bipul Pramanik
Mother's Name:	Shampa Pramanik
DOB:	04 th April 1992.
Gender:	Male
Current Address:	09 Amartolla Sterrt, 3 rd Floor, Kolkata- 700001, West Bengal.
Permanent Address:	Vill- Kankora, P.O- Palishgram, P.s- Mangalkote, Dist-Burdwan, State- West Bengal, Pin- 713147, India
Hobby:	Reading a book, Listen Music, Interacting with people & their Positive View.
Nationality:	Indian
Religion:	Hinduism
Marital Status:	Unmarried
Languages Known:	Bengali (Mother Tongue), English, Hindi (I can both read, write and Speak fluently in these languages).

I hereby solemnly affirm and declare that the statements/information furnished above are true & correct to the best of my knowledge and belief.

Place: Kolkata

Date:

Signature