

# **CURRICULUM VITAE**

## **MILAN DAS**

### **Address**

Village – Chapbasan,  
P.O. – kelomal,  
District – East Medini Pur,  
West Bengal – 721627,  
India.

**Contact No.** 8097627246,8670872827

**Email:** [milandas1094@gmail.com](mailto:milandas1094@gmail.com)

### **CAREER OBJECTIVE :**

*To contribute in a challenging atmosphere wherein my professional skilled would prove useful and beneficial for growth of the company.*

### **WORK EXPERIENCE :**

#### ***Employer of the Company's Profile:***

- **Project 1** : J.Kumar Infraprojects Ltd.- Mumbai (Maharashtra) Worked as a Store Assistant.
- **Duration** : 17<sup>th</sup> January 2017 to Till date
- **Environment** : 1. Mumbai Metro Line – 3 Pkg. (Underground Metro)

### **RESPONSIBILITIES :**

- *Maintaining Incoming and outgoing registers.*
- *Preparing Stock Statement as monthly basis.*
- *Posting of GRN & DMR at ERP Citrix.*
- *Material Procurement.*
- *Collecting quotations from local vendors.*
- *Making and verifying final documents against received materials and goods.*

### **ACADEMIC QUALIFICATION:**

- *S.S.C. Passed from West Bengal Board in 2010 .*
- *H.S.C. Passed from West Bengal Board in 2016.*

**OTHER QUALIFICATION:**

- *Basic Knowledge in Computer (MS Word, MS Excel, MS Power Point, MS Office, Data Entry ) from Computer Education Centre 2015.*

**PERSONAL PROFILE :**

- *Date of Birth* : *12<sup>th</sup> May, 1992*
- *Father's Name* : *Mr. Haripada Das*
- *Gender* : *Male*
- *Nationality* : *Indian*
- *Marital Status* : *Unmarried*

**LANGUAGES KNOWN :**

- *English, Hindi & Bengali.*

**DECLARATION:**

*I declare that the above said details are true and correct to the best of my knowledge.*

*Place:*

*Date:*

***(Milan Das)***