

CURRICULUM VITAE



Mr.NANDA DULAL DAS

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CAREER OBJECTIVE:

I would like to leverage my experience in the construction and the learning in my job to contribute to the organization's goals, thereby meeting the stated objectives while improving myself and the team in the process.

JOB DESCRIPTION:

Under direction, performs a variety of shipping/receiving, stocking activities; stores and equipment; maintains inventory and stock records; may serve as a lead worker to other classified staff In the area; and perform related work as required.

SCOPE:

The Storekeeper is responsible for all store operations activities including shipping and receiving, Deliveries, coordinating stock, documenting store transactions, maintaining records, and overseeing Storage of surplus inventory.

KEY DUTIES AND RESPONSIBILITIES:

1. Requisition, receive, stock and issue materials, supplies, tools, parts and equipment utilizing and inventory control system.
2. Verify articles against purchase orders or packing lists and count and inspect materials for damage or defects.
3. Research discrepancies in purchase orders and duplicate orders.
4. Identify vendors and obtain quotes of prices for goods to be purchased; research new parts, substitute products and pricing.
5. Select proper storage areas and store articles in bins, racks, shelves, and floor or yard areas.
6. Issue materials, supplies, tools, parts and equipment, obtaining proper records and requisitions.
7. Enter and retrieve data from a computerized inventory control system.
8. Coordinate repairs and arrange for testing/certifications required by County Air Pollution Control Board.
9. Assist in reconciling work order quantities with inventory records.
10. Perform weekly cycle counts, quarterly inventory, mid -year inventory, year-end inventory and physical inventory and prepare year-end inventory reports.

11. May direct the work of temporary assistants and train them in proper and safe work procedures.
12. Load and unload articles, using a forklift, truck, and other materials

EMPLOYMENT STANDARDS

ABILITY TO:

Perform general storekeeping duties; maintain accurate manual and computer records; Perform physical labor; understand and carry out oral and written instructions; maintain Cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Store procedures, including methods of proper and orderly storage and issuance of materials;
Basic stock inventory procedures; requisitions, purchase orders, invoices, freight tags.

CAREER SPAN : MORE THEN SEVEN YEARS.

CAREER-2 : Pelican Associates Pvt Ltd (Global unit USA)
Store Keeper for The session Of Nov-2012 to till now

- **JOB RESPONSIBILITY in Pelican Associates Pvt Ltd.:**

Independent handling of Entire store, Receipt & issue of all Materials, Preparing Monthly Stock Statement, Reconciliation of Construction Materials, Checking & Clearance of all kind of Bills, Day-to-Day Stock Position Report.

- ✓ **MAJOR CLIENTS in Pelican Associates Pvt Ltd.**

1. TOYOTA Tsusho (I) Pvt Ltd (Bangalore)
2. Transystem Logistics International India pvt ltd. (Bangalore)
3. Carbide Cutting Tools Pvt Ltd (Falta South 24 PGS) (SEZ)
4. Apex Coco & Solar Energy Pvt Ltd (Tamilnaru)

CAREER – 1 : J M C Projects India Limited. (A Kalpataru Group)
Store Asst. for the session of March – 2009 to Nov- 2012

- **JOB RESPONSIBILITY in JMC Projects (I) Ltd. :**

IPMS Operating, Independent handling of Entire store, Receipt & issue of all Materials, preparing of CCR, Preparing Monthly Stock Statement, Reconciliation of Construction Materials, Checking & Clearance of all kind of Bills, Day-to-Day Stock Position Report.

- ✓ **MAJOR CLIENTS in JMC Projects (I) Ltd.**

- ✓ 1. Shalarpouria Projects Pvt Ltd.
- 2. Bharat Aluminum Ltd.
- 3. Vedanta Aluminum Ltd.
- 4. Saint Gobin Glass (I) Ltd.
- 5. Mani Group.
- 5. Tata Housing Projects.
- 6. Bengal Pearless Housing Development.

❖ **Academic Qualification :**

YEAR	DGREE	Institute	University/board	%	
2006	12 th	Egra Jhatulal High School, Midnapur.	W.B.C.H.S.E	53%	
2004	10 th	Egra Jhatulal High School, Midnapur.	W.B.B.S.E	62.15 %	
2014	BA	Shobhit Institute Of Engineering & Technology	UP	60.04 %	

❖ **Additional Qualifications :**

➤ **COMPUTER APPLICATIONS :**

- ◆ Working knowledge in MS-OFFICE, ADOBE PHOTOSHOP, Professional and Good Knowledge in INTERNET and SOFTWARE working like: ERP, IPMS.

➤ **Hobbies :**

- ◆ Listening soft Music, Traveling, Making drawings, Internet Surfing

✓ **Strong Assurance :**

Sincere, Hardworking, co-operative, Visionary, Optimistic, Challenging. Intend to build a career with a leading corporate in a high-tech Environment with committed and dedicated people, which will help me to explore myself.

■ **PERSONAL PROFILE**

Name : NANDA DULAL DAS

Date of Birth : 03/03/1989

Marital Status : Unmarried

Sex : Male.

Nationality : Indian.

Religion : Hinduism.

Address of Correspondence

Permanent Address

: Vill. – Purba Khar.
: P.O. – khar bazaar.
: Dist – Purba Medinipur.
: State – West Bengal.
: Pin- 721429

Present Address

: Vill- Samathur
P.O- Ellisnagaar
Dist- Dharapuram
State- Tamilnaru

Telephone

: +917538875425
+919903238919

E-mail

: n.d.das09@gmail.com

Language Adeptness

: Bengali, Hindi & English (Speaking, Reading & Writing)

Declaration

I hereby declare that all the information furnished above is true to the best of my knowledge.

Date:

Place:

Nanda Dulal Das