

# **RESUME**

**KUNDAN DAS**

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## **CAREER OBJECTIVE**

- To work for an organization which is progressive, visionary and provides me opportunity to apply my skills and knowledge, broaden my vision and to be an asset for the organization.

## **BASIC ACADEMIC CREDENTIALS**

<b>Academic Qualification</b>	<b>Board/University</b>	<b>Year of Passing</b>	<b>Percentage</b>
<b>10<sup>th</sup> passed</b>	Central Sevapeet(Raipur University)	2004	<b>67.5%</b>
<b>12<sup>th</sup> passed</b>	Assam Higher secundari emEducation council.	2007	<b>60%</b>
<b>BA (Mass Communication)</b>	Sikhism Manuipul University	2012	<b>B+</b>

## **IT PROFICIENCY:**

- ❖ MS Office (Word, Excel, Power point)
- ❖ Data Analysis through oracle.
- ❖ One Year Post Graduation Diploma certificate from Career development guwahati.

## **EXPERIENCES :**

- Worked at Mahindra Authorized Service center as Workshop in charge at Dhubri from 5<sup>rd</sup> August, 2015 to 30<sup>th</sup> March, 2021.

## **JOB PROFILE**

### **❖ Workshop In charge :**

- Manage service operation with focused on implementing Mahindra SOP.
- Ensure the operation at the service point match the SOP of the company
- In house training material review maintains the standard up to date for the all technician.
- Review all the Technical discussion with the team.
- To claim the warranty from the company by online claiming procedure.
- Preparing the yearly bonus and apprise on base of performance.
- Determining the need for new employee.
- Looking for the right employee.
- Application process.
- Interview Process.
- Job training.
- Employee development.
- Keeping good employees.
- Departures, Dismissals and Retirement.

## **PERSONNEL DETAILS:**

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|---------------------|--|
| ➤ Father's Name     | : <b>JOHN CHANDRA DAS</b>                                  |
| ➤ Permanent Address | : House no 62, BRP Road, Machkhowa, Guwahati, Assam-781009 |
| ➤ Date of birth     | : <b>14<sup>TH</sup> Oct 1987</b>                          |

- Language known : English, Assamese, Hindi, Bengali
- Marital Status : Unmarried
- Nationality : **INDIAN**

**DECLARATION**

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

Place: Guwahati

**(KUNDAN DAS)**