

RESUME



NAME : **SARUP SARDAR**
FATHER'S NAME : **MR SUBAL CHANDRA SARDAR**
PERMANENT ADDRESS : **CHANDIBERIA , VIVAKANANDA PALLY**
P.O-KRISHNOPUR
P.S-NEWTOWN
KOL-700102
Cell : 09836-705875
E-MAIL- sarupsardar87@gmail.com

NATIONALITY : **INDIAN**
DATE OF BIRTH : **17th FEBRUARY 1987**
RELIGION : **HINDU**
SEX : **MALE**
MARITAL STATUS : **MARRIED**

❖ ACADEMIC QUALIFICATION

EXAMINATION/ COURSE	BOARD/ UNIVERSITY	YEAR OF PASSING
B. A (UNDER 2+1 SYS.)	CALCUTTA UNIVERSITY	PART-I, (2006)
		PART-II, (2007)
HIGHER SECONDARY (12 TH Std)	W.B.C.H.S.E	2004
MADHYAMIK (10 TH Std.)	W. B. B. S. E	2002

❖ COMPUTER SKILLS : MS OFFICE

❖ **HOBBIES :**

Playing Football, Listening Music.

❖ **LANGUAGES KNOWN :**

Bengali, Hindi., English,

❖ **WORK EXPERIENCE :**

1. From February'09 I became the employee of **M/s PARTS CORPORATION OF INDIA**, a Premier Consultant Engineering Firm as a **Asst. Store Supervisor**.

From January 2010 I have been promoted to **Store Supervisor**.

In this organization I have learnt about Inventory Management, Database Mgt., Industry System Knowledge, Strategy based on Competitor's Status which are my major strengths. I have also acquired the negotiation skill.

2. 1 Year 6 Month experience as a sales man in a jewelry showroom **M.C.SIRKIR & SONS** (Slat lake)

3. I have 1year month experience in **SREELETHRS** as sales man

❖ **RESPONSIBILITY :**

AS PARTS CORPORATION OF INDIA

- **Preparing of Bill, Quotation, E-Invoice, Waybill.**
- **Preparing delivering purchase orders.**
- **Maintaining stocks by SOS (Stock Operating System, based on FoxPro).**

❖ **REFERENCES :**

Mr. D.Karmakar

Manager support of PARTS CORPORATION OF INDIA
P.H NO-09830 175042

I certify that the above information is correct and best to my knowledge and belief.

Place : KOLKATA

SARUP SARDAR

DATE : 23-11-2020