**RESUME**

**SUNIRMAL DAS **

**S/o Late-Kanailal Das.**

**P.O. & Vill- Bholardabri.**

**Dist. Alipurduar**

**Pin. – 736123**

**Mob. 7896931433**

[**sunirmal2018@gmail.com**](mailto:sunirmal2018@gmail.com)**.**

***PERSONAL PROFILE:-***

**Name : SUNIRMAL DAS.**

**Date of Birth : 8TH January-1979**

**Father Name : S/o Late –Kanailal Das.**

**Nationality : Indian**

**Gender : Male**

**Language Known : Hindi , English & Bengali.**

**Marital Status : Married.**

**Qualification : B.COM(Pass)**

**Address : C/O-Kanailal Das, P.o.& Vill-Bholardabri**

**Dist-Alipurduar, Pin-736123.**

**Designation : Senior officer Store**

**Computer knowledge : ERP(ORACLE), Word,Excel Knowledge.**

**Years of Experience : 15 years.**

**Present Location : Andhra pradesh**

**Current Salary : 45000/**

**Native place : Alipurduar jn, Jalpaiguri (736123)**

**Passport : Applicable.**

***WORK EXPERIENCE:***

**1. Work as Store Assistnat in Simplex infrastructures Ltd in Qatar project from 08.12.2008 to 10.6.2010 (Building projects)**

**2. Work as Store Assistant in Madhya Pradesh under Hindalco power Plant 900 MW in Simplex infrastructures Ltd from 19.06.2010 to 20.05.2014.**

**3. Work as Store Assistant in DGMAP,Siliguri( Building project )in Simplex infrastructures Ltd from 01.06.2014 to 27.08.2015.**

**4. Store Executive in D.P.jain& co. infrastructures Ltd in Bangalore Road project from 27.08.2015 to 26.05.2017.**

**5. Senior Assistant Grade-II Simplex infrastructure Ltd in Tezpur(Assam)NHAI Road project from 01.06.2017 to 09.03.2020**

**6. Works as a Store Officer in RDS project Ltd in Portblair Under MES Runway & Hangar Project from 12.03.2020 to 30.03.2021**

**7. Works as a Store officer in Lucknow in NCC Limited water project from 15.09.2021 to 30.05.2023**

**8. Now working as Senior officer Store in Apco infratech Pvt Ltd Road project present.**

**Responsibility**

**1. Maintain receipt of incoming materials, inspection, storage, issue, stock verification, stock control, identification of surplus / obsolete materials, and disposal of scrap.  
2. Responsible for setting up of stores, stacking of materials, individual tagging of all materials, rack allocation, diesel-shed location and setting up as per norms of explosives department.  
  
5. Maintaining necessary stock records like issue return statement of materials, receipt & issue of material, main & sub ledger posting; conducting stock audits to monitor the inward / outward movement of goods, ensuring minimum stock level.  
  
6. Suppliers bill checking, raising debit- credit notes against the party, raising indent for critical items, making monthly liability list.(costing).  
  
7. Monthly Stock Statement Report both manually and computerized.**

**8.Making and releasing of duly approved Purchase order.**

**9. Interaction with the supplier against customized purchases for on time delivery as per schedule.**

**14. Follow up with the vendors for direct supplies of accessories for all products as per schedules released.**

**DATE** : **SUNIRMAL DAS.**