



## PABITRO PODDAR

9564143981

surajbiswas142@gmail.com

SAHAPUR

## SKILLS

Microsoft office work in my Desktop for 5 years.

customer service proficiency in MS Office and DBMS software verbal and written communication organisation time and inventory management

## LANGUAGES

- \* HINDI
- \* ENGLISH
- \* BENGALI

## HOBBIES

Listening slow music, Playin Cricket

## Summary

Dedicated storekeeper with over three years of experience in meeting organisational goals. Possesses outstanding customer service, inventory management, administration and general management skills. Skilled in customer conversion, planned campaigns with demonstrable initiative and success, motivated professional & team player.

## Experience

- \*Microsoft office work in my Desktop for 5 years.
- \*Store Keeper in SOM PROJECT Pvt.Ltd. For 3 Years
- \*Arrange training and support for new employees to acclimate them to the expected policies and procedures for the store.
- \*Run monthly inventory and develop the non-moving and slow-moving items list
- \*plan monthly work schedules, accounting for holidays and employee time off to ensure staff coverage for every shift

## Education

1. Madhyamik (WBBSE) 2015

## Personnel Information:

|                |                |
|----------------|----------------|
| Name-          | Pabitra Poddar |
| Father's Name- | Babu Poddar    |
| Spouse Name-   | Urmila Poddar  |
| DOB-           | 17/07/1998     |
| Sex-           | Male           |

## Communication:

Vill-Madhyab Sahapur  
Po-Sahapur  
Ps-Goalpokher  
Dist- Uttar Dinajpur  
State-West Bengal  
Pin No-733210

## Declaration:

I do here by declared that all the information given are correct and true of best of my knowledge.

Signature