

RESUME



NAME – TAPAS MALIK

ADDRESS - VILL+PO- SHIBNARAYANCHAK,
PS- UDAYNARAYANPUR, DIST- HOWRAH, PIN- 711410

PHONE NO- 6297089074 / 8346061472

EMAIL ID –tapasmalik76@gmail.com

CAREER OBJECTIVE

I would like to reach on the boom point of CAREER by learning & implementing my knowledge & potentiality & FACING CHALLENGES in every phase of life with ROBUST OPTIMISM & to be recognized as a GOOD HUMAN BEING.

PROFESSIONAL PROFILE

1. Over 5 year 5 Month of experience in the field of Sales and relationship manager
2. Currently working in Annapurna Automobile & Servicing as a Sales and relationship manager from 01.01.2023 to till date.

KEY RESPONSIBILITIES

1. Organizing and managing incoming & outgoing materials activities to ensure accuracy completeness and condition of item.
2. Generating daily inward & outward report to reconcile Excel.
3. Preparing MIS report with a view to provide feedback of the management on daily inward & outward in Excel.
4. Responsible for bill/payment processing of Vendors / Redirection agents.
5. Sending inward and outward report in daily basic.

CAREER HIGHLIGHT

1. Complete Apprentice Training Hindustan Uniliver Ltd (Khidirpur Factory) from 17.12.2014 to 16.12.2015
2. KSE Electrical Pvt. Ltd as a Trainee Operator from 17.12.2015 to 31.01.2018
3. Bhandari Automobile as a relationship and Store manager from 01.02.2018 to 31.12.2022

EDUCATION QUALIFICATION

| QUALIFICATION | SCHOOL / COLLEGE | AFFILIATE | YEAR OF PASSING | PERCENTAGE OBTAINED |
|----------------------|-------------------------|------------------|------------------------|----------------------------|
| B.A (H) | P.K.H.N.M | C.U | 2012 | 43 % |
| H.S | K.G.S.S | W.B.C.H.S.E | 2009 | 59.80 % |
| MADHYAMIK | BENUPALCHAK HIGH SCHOOL | W.B.B.S.E | 2007 | 60 % |

TECHNICAL QUALIFICATION

| EXAMINATION PASSED | TRADE | BOARD / COUNCIL | YEAR OF PASSING | PERCENTAGE OBTAINED |
|---------------------------|--------------|------------------------|------------------------|----------------------------|
| I.T.I | R & AC MECH. | N.C.V.T | 2013 | 80.14 % |

I.T PROFICIENCY

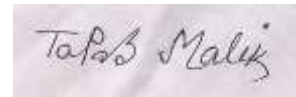
FUNDAMENTAL - OS -WINDOWS, M.S OFFICE, INTERNET & EMAILING

PERSONAL DETAILS

FATHER'S NAME : LAKSHMIKANTA MALIK
DOB : 22/12/1990
HOBBIES : CRICKET & NET SURFING
LANGUAGE KNOWN : BENGALI, HINDI, ENGLISH
MARITAL STATUS : MARRIED
CATEGORY : SC
NATIONALITY : INDIAN
RELIGION : HINDU

DECLARATION:

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



Date :

Signature

Place :Shibnarayanchak