



## MONOJ HAZRA

26/2, Beharilal Chakraborty Lane,  
Howrah-711 101  
Mob: - 9883096890/9123878364  
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## OBJECTIVE

Seeking a position to utilize my skills and abilities in the Industry that offers Professional growth while being resourceful, innovative and flexible.

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## PERSONAL SKILLS

- Sincerity and hard work
- Competitive and analytical skills
- Ability to adopt to changing environment

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## EDUCATION

- Graduation in B.A from C.M.J.U in 2012
- Higher Secondary in Science from W.B.B.H.S.E in 1995
- Madhyamik from W.B.B.S.E in 1991

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## COMPUTER KNOWLEDGE

MS Office- WORD, EXCEL, POWERPOINT, Windows 2000 & 2007, Internet Surfing.

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## PROFESSIONAL EXPERIENCE

1. Now working as **Store cum Warehouse Incharge** in PRC (Small Scale Workshop) Kolkata , from January 2019 .

### Job Responsibilities:-

Maintained all stock in Warehouse Software, Preparing Challans, GRN , Indent. Delivery related jobs, online order, Local purchase. MIS report, Inventory Management, Man management.

2. Worked as **Warehouse executive** in a **Distributor of Supreme Industries** Howrah from 2000 to 2007 . As a warehouse cum office assistant in **B M Interior & Furnitures** kolkata from 2007 to 2014 . Worked as a **Store Incharge** in **Chandrani Pearls**. Kolkata from 2014 to 2018.

Job Responsibilities:-

Maintained all stock related Books like Inward Register, Outward Register, Stock Register, Preparing challans, GRN, Indent. Delivery related jobs, MIS report ,online order, local purchase. Look after production (checking, tagging,production control), Man management.

**PERSONAL DETAILS:**

Permanent Address : 26/2, Beharilal Chakraborty Lane,  
Howrah-711 101.

Nationality : Indian

Father's Name :Madan Mohan Hazra

Marital Status : Unmarried

Date of Birth : 14<sup>th</sup> March, 1975

Language Proficiency : Bengali, Hindi, English

Hobbies : Traveling, Reading Books

Date:-  
Howrah

**MONOJ HAZRA**