

# **RESUME**



**NAME – TAPAS MALIK**

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

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## **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. Good Coordination with customer for purchase and Servicing of Vehicle
3. Generating daily inward & outward report to reconcile Excel.
4. Preparing MIS report with a view to provide feedback of the management on daily inward & outward in Excel.
5. Responsible for bill/payment processing of Vendors / Redirection agents.
6. 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**

<b>QUALIFICATION</b>	<b>SCHOOL / COLLEGE</b>	<b>AFFILIATE</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE OBTAINED</b>
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**

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

## **I.T PROFICIENCY**

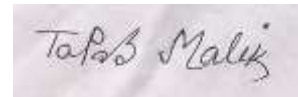
FUNDAMENTAL - OS -WINDOWS, M.S OFFICE, INTERNET & EMAILING

## **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