

CURRICULUM VITAE



BIRUJ DEY

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Objective :

To seek professional environment where I can contribute to the best of my skills to meet all challenges that my jobs demands & to excel in my field of work.

Education :

EXAMINATION/DEGREE	INSTITUTION	YEAR OF PASSING	PERCENTAGE
Diploma In Mechanical Engineering	Dibrugarh Polytechnic	2015	71.25%
HSLC(10 th)	Oil India Higher Secondary School Moran	2012	52.5%

Experience:

➤ Present:-

Company Name: Elite Builders & Developers (Elite Group.)

Location: Surathkal, Mangalore (Karnataka)

Role: Senior Executive

- Execute Plan & Organize Projects of Elite Builders & Developers.
- Directing, execute & planning projects operations encompasses coordinating production staff and equipment used for the manufacturing process.
- Monitoring Administrative Projects, and Maintaining Suggestion Program.
- Execute & plan all supply chain operations, Material Supply, Stock control of Logistics Department.
- Execute & Coordinate Sales & Sales Team by managing schedules, filling important document, respond to complaints from customers and give after sale support when requested.
- Drive the sales to achieve individual sales target.

- Execute Manpower by addressing issues (Related to employment, compensation, labor negotiations, & employee relations) raised by current employees, organizing and scheduling orientations, and coordinating other functions such as training and development.
- Prepare everyday Work Planning.
- Prepare salary & wages statement, Record of money spent and received.

Date of Joining: 1st July, 2015

Technical Skills:

- ✓ Good knowledge of CAD (AutoCAD/ ProE/ CATIA/ Unigraphics).
- ✓ Good Knowledge of SAP.
- ✓ CNC Programming & Operations.
- ✓ Good Knowledge of Accounts(Journal, Ledger, Cashbook).

Strength:

- ✓ Quick Learner
- ✓ Action Oriented and Zeal to Excel.
- ✓ Straight Forward
- ✓ Able to Work Independently as well as in a team environment.

Personal Profile:

Name :	BIRUJ DEY
Current Status :	Employed
Father's Name :	Gauranga Dey
Father's occupation :	Tailor
Mother's occupation :	House Wife
Date of birth :	02/01/1997
Sex :	Male
Skype id:	birujd@gmail.com
Permanent Address :	Village- Chechapukhuri, P.O- Batamora, P.S- Moran hat, Dist- Sivasagar, State-Assam.
Present Address:	Mangalore, Karnataka.

Language known:

Languages:	Read:	Write:	Speak:
English	yes	yes	yes
Hindi	yes	yes	yes
Assamese	yes	yes	yes
Bengali	yes	yes	yes

Nationality:

Indian

Passport details:

Passport No- Z3863516

Place of issue- Guwahati

Date of issue- 26/05/2016

Date of expiry- 25/06/2025

Declaration:

I hereby declare that the particulars given here in true.

Thanking You...

BIRUJ DEY