

# SUNNY KUMAR DUBEY

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## EDUCATIONAL QUALIFICATION

- Higher Secondary Schooling from Bal Vidyalay in 2015
- CLASS 10 from St SOLDIER COVENT HIGH SCHOOL (WEST BENGAL BOARD) in 2012
- Course on Computer Concepts (C.C.C) from NIELIT
- B.SC(PCM) from Mahamaya Technical University, Noida in 2020
- ITI Maa Katyani Private ITI Electrician in 2017

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## PROFESSIONAL EXPERIENCE

### **Kotia Transformer Pvt Ltd Store Manager (November 2023 To Till date)**

- Receiving Material as Per Purchase order
- Maintain Inventory Management System for stores
- Coordinate of the supervisor regarding issuing and receiving of the materials
- Arranging goods housekeeping everyday in the store and warehouse
- Check the materials of make model brand & Size quality
- Document of stores related work
- Coordinate with engineer regarding stock status of the items which are required on the regular on the regular basis so that he can raise Indent and the material arrives with in the lead time.

### **Previous Experience:**

- Worked for Salarpuria Properties as Executive Marketing (December 2017 to December 2021 )
- Worked for A N ENGINEERING as Store Keeper (January 2022 to October 2023)

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## SKILLS

- Quick learner with excellent communication skills, team orientation, and ability to work with counterparts in different areas of organization
- Well versed with Hindi, Bengali, English languages.
- Well versed with Microsoft Office

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## AREAS OF INTEREST / HOBBIES

Travelling, Cooking, Listening To music & watching movies.

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## PERSONAL DETAILS

- Father's Name:- Mr. Arun Dubey
- Date Of Birth:- 23/10/1996
- Address:- 49/1 Karl Marx Sarani , South Port, Kolkata 700023