

CURRICULUM VITAE

CHANDAN SURUL

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CAREER OBJECTIVE :

To work with honesty, integrity and dignity for a well-established organization and earn respect and recognition from peers and seniors. Intend to establish myself as a professional specialization in the field of technology thereby enhancing my technical and functional skills coupled with overall personality development in order to face the challenging time ahead.

EDUCATIONAL DETAILS :

Examination	Board	Year of Passing	Percentage of Marks Obtained	GPA Obtained
Diploma Engineering in Lather & Goods Technology	W.B.S.C.T.V.E.S.D	2021	81.3 %	8.6
Higher Secondary	W.B.C.H.S.E	2018	69 %	-
Secondary	W.B.B.S.E	2016	58.71 %	-

INDUSTRIAL EXPRIENCES :

Organization : Flipkart Internet Private Limited.
Under Third Party Pay-Roll in **Orion Corporate Alliance Pvt. Ltd.**
Role : Team Lead – Data Entry Operator.
Project Title : Flipkart – Grocery Mart (Operations)
Client Name : Flipkart Internet Private Limited.
Special Software : Flow & Flow Lite.
Team Size : 50
Duration : 16th May 2023 – Till Now.

Roles & Responsibilities :

- Coordinating with the Team Members & Update Progress Report in Master Sheets Day by Day.
- Compile, verify accuracy and sort information according to priorities to prepare source data for Computer entry.
- Research and obtain further Information for incomplete Documents.
- Maintaining Quality in data.
- Performed internal Qc.
- Preparing Daily Report.
- Upload All Data in Flow (Internal Portal)
- Assign new Tasks to Team Members & Monitoring Them Day by Day Collecting Data From them.
- process of distributing tasks and responsibilities among a workforce in Team.
- Manpower Planning Process, Shift management & Considering Workload.
- Preparing Dispatch Documents, Customer's Bills & Gate Pass.

Additional Responsibilities :

- Coordinating with Team Members for Solve Their any kind of Problems.
- Coordinating with Higher Management & Clients for any kind of Queries & Problems after Discussing Solve Them.
- Familiarity with administrative duties.
- Typing speed with accuracy in Data Entry.
- Organization skills, with an ability to stay focused on assigned tasks.

Organization : Flipkart Internet Private Limited.
Under Third Party Pay-Roll in **Pan HR Solutions Pvt. Ltd.**
Role : Senior Assistant - Operations .
Project Title : Flipkart – Grocery Mart (Operations)
Client Name : Flipkart Internet Private Limited.
Special Software : Flow & Flow Lite.
Team Size : 40
Duration : 13th August 2021 - 15th May 2023

Roles & Responsibilities :

- Handling Outbound Operations.
- Picking & Packing of all Items in Grocery Mart.
- Scanning & Staging Items with Hand Held Device.
- After Staging Palletization of Items.
- Then Do Internal QC.
- After That Final Step is Dispatch Items for their Destinations.

IT SKILLS :

Computer skills: **Application Software:**

- ❖ Basic Software knowledge in Computer System.
- ❖ Advance Excel.
- ❖ Data Entry Softwares.
- ❖ Internet Applications.

PERSONAL DETAILS :

- Father's Name: Mr. Gopal Surul
- Date of Birth: 12.12.2000
- Gender: Male
- Marital Status: Unmarried
- Nationality: Indian.
- Hobbies: Playing Cricket & Carrom.
- Language: Bengali, English & Hindi.

DECLARATION :

I hereby declare that the above-mentioned information is correct up to best of my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Place : Kolkata
Date : 20/01/2025

Signature