**Chandan**

Email: chandan.332106@2freemail.com

**Summary: Having a vast of working experience as an Operation Assistant, Branch In-charge, Supervisor In charge in different fields.**

**EDUCATIONAL BACKGROUND**

* **12TH ( CO MMERCE) Dumdum Airport Hindi High school, Calcutta (West Bengal Higher Secondary Board)**

**KNOWLEDGE AND SKILLS:**

* **Computer Literate (Microsoft word and Excel).**
* **Language Spoken: Hindi, Bengali, and English.**

**Job Experience:**

**2008 – 2016 (Supervision In-charge) Hariom Construction Real Estate Company. Indore, India**

**Job Responsibility**

* **Supervising staff members and groundkeeper.**
* **Negotiating and ensuring every material needed in the site are in order and properly delivered.**

 **2007- 2008 (Branch In -charge) Expresses IT Worldwide Logistics.**

 **Calcutta, India**

 **Job Responsibility**

* **Responsible for proper distribution, coordination, warehousing, stock control, and monitoring the flow of goods.**
* **Ensuring the right products are delivered to the right location time and at a good cost.**

**2005-2006 (Housekeeping In charge) Ashish International, (Bhilai CG), India**

**Job Responsibility**

* **Assuring the highest quality degree of guest care is maintained at all times.**
* **Planning, organizing, and developing the overall housekeeping department.**

**2001-2004 (Operation Assistant) Patel Air Freight (A division of Patel on Board Couriers LTD) Calcutta, India**

 **Job Responsibility**

* **Providing administrative support and clerical tasks that aid in daily business operation.**
* **Reporting, organizing and compile information related to business assigned by the superior.**
* **Airport Cargo material or shipment releasing and clearance of goods.**