

Resume

**NIKHIL DUTTA**

nikdutta123@gmail.com

Mobile: 8811016911/7002392925

OBJECTIVE:

Seeking a responsible & challenging career which will best utilize my knowledge and enhance my professional growth as well as organizational growth.

Professional Experience:

Company: Agros Impex India Pvt. Ltd.

Designation: Inventory Manager

From July, 2012 to present

Duties and responsibilities:

- Collecting the total requirement of High Security Registration Plates (HSRP) and its related accessories from all over Assam
- Placing order for the requirement
- Distribution of ordered materials to the respective locations
- Stock verification

Educational Qualification:

- Have completed B.Com from Chandra Kamal Bezbaruah Commerce College under Dibrugarh University

Professional Qualification:

- "Computer Hardware Technology" from "H.R.H The Prince Of Wales Institute Of Engineering & Technology" Jorhat Assam.
- "Sales & Marketing Management"(UGC sponsored) from "C.K.B. Commerce College" Jorhat.

Resume

Computer Awareness:

- MS-Word, MS-Excel, PowerPoint
- Internet
- Operating Systems: Windows XP, Windows 7, Windows 8
- Browser: Mozilla Firefox, Internet Explorer, Google Chrome

Personality Traits:

- Honest
- Hardworking
- Focused and confident
- Responsible

Language Known:

- English
- Hindi
- Assamese

Permanent address:

C/O Robin ch. Dutta.
Dergaon Padmapur. Ward no- 8
Dist- Golaghat. Pin-785614
State- Assam, India

Declaration:

I hereby declare that the above furnished details are fully true to the best of my knowledge and belief.

References available upon request.

Place: Guwahati

Date:

Nikhil Dutta.