

Suman Bera

MITALI MANSION
Royal Park, 1st Lane, PO - STP
Barrackpore, 24 Parganas (N)
Kolkata – 700121
Mob: +91-7980010254 / +91-9007664766
E mail: bera_suman@outlook.com



CAREER OBJECTIVE

To ensure challenging position in a growing organization where I would be able to utilize my career capabilities to the best extent and in the process add value to the organization and my career.

TRAINING EXPERIENCE

- ❖ Worked as a Trainee in the Depository Participant Section at **Calcutta Stock Exchange Ltd** from 27/07/2015 to 30/03/2016.
- ❖ Worked as a Trainee Supervisor in the marketing & sales department at **Bhandari Motors Pvt. Ltd** from 20/05/2015 to 03/07/2015.
- ❖ Worked as an Industrial Trainee in the EMU Coach Division at **Jessop & Co. Ltd, Dum Dum** from 10/06/2012 to 16/07/2012.
- ❖ Worked as a Trainee Engineer at **Ordnance Factory, Dum Dum (Min. of Defence)** from 10/05/2011 to 09/06/2011.

EDUCATIONAL QUALIFICATION

INSTITUTE	DEGREE	YEAR	MARKS SECURED
INDIAN INSTITUTE OF TECHNOLOGY, (ISM) DHANBAD	M. TECH (INDUSTRIAL ENGINEERING & MANAGEMENT)	2016	GPA(1 st semester) – 6.77 GPA(2 nd semester) – 7.44 GPA(3 rd semester) – 7.80 GPA(4 th semester) – 8.25 (OGPA – 7.52)
SWAMI VIVEKANANDA INSTITUTE OF SCIENCE & TECH	B. TECH (MECHANICAL ENGINEER)	2013	DGPA – 7.10

TECHNICAL SKILLS

OPERATING SYSTEMS	MICROSOFT WINDOWS XP / VISTA / 7 / 10
SOFTWARE	M S OFFICE
LANGUAGE	MATLAB

WORK EXPERIENCE

- ❖ Worked as a Business Development Manager at **Mayur Electro Ceramics Private Ltd, Rairangpur.**

Duration: Apr/2018 – Oct/2018

Served As a Co-Project Leader in the Ministry of Steels Project:

“Development of Cost Effective Green Technology for Pre-reduction of Chromite Ore in Tunnel Kiln & Production of High Carbon Ferro Chrome in SAF”.

- Job Responsibilities:

- A member in the Research & Development team for the development of In-house Saggars.
- Managing all day to day affairs related to the smooth functioning of the production to achieve the desired target.
- Managing the Purchase of raw materials.
- Vendor Management
- Preparation of Monthly Budget in collaboration with the finance department.
- Inventory Management & implementing innovative techniques to reduce the overall cost of inventory (Fine tuning of forecasting, FIFO, reducing equipment repair times, ABCs etc.)
- Liaisoning head: Negotiating between MECPL & MCL for purchase of coal & with Pollution control board for emission of pollutant.
- Preparation of daily Production & Labour report.
- Development of Grievance Redressal Committee.

- ❖ Worked as a Management Trainee at **Mayur Electro Ceramics Private Ltd, Rairangpur.**

Duration: Aug/2017 – Mar/2018

- ❖ Worked as a Lecturer at **Regent Institute of Science and Technology, Barrackpore.**

Duration: Jan 2017 – May 2017

STRENGTHS

- ❖ Patience
- ❖ Team Work
- ❖ Self confidence
- ❖ Research & Strategy
- ❖ Willingness to Learn
- ❖ Adaptability to New Environment
- ❖ Strong Interpersonal & Communication Skills

PERSONAL DETAILS

Father's Name : S/Major (Retd.), Sukesh Chandra Bera
Mother's Name : Mitali Bera
Date of Birth : 17/APR/1988
Marital Status : Single
Languages Known : English, Hindi, Bengali (speak)
Interest : Reading Epic Stories (The Mahabharata & The Ramayana)
Listening Songs
Location preference : Free to work anywhere

DECLARATION:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading, I am aware that I may be held liable for it.

PLACE: Barrackpore

SUMAN BERA