

# **SURAJ KANT GHOSHAL**

Contact: [9142807649] | Email: [suraj17kg@gmail.com] | Location: Bokaro, Jharkhand

## **Career Objective**

Dedicated and detail-oriented B.Com final year student with strong knowledge in commerce and supply chain fundamentals. Seeking a Commercial / Materials Officer role at Reliance where I can contribute with my Excel skills, procurement knowledge, and a commitment to operational efficiency.

## **Educational Qualification**

- Bachelor of Commerce (B.Com) - Final Semester

Swami Sahajanand College, [B.B.M.K.U.], [Year of Passing Expected: 2025]

## **Skills**

- MS Excel - Certified (basic to advanced skills)
- ERP/Tally (basic knowledge)
- Inventory Management
- Purchase Order Handling
- Vendor Communication
- Documentation and Reporting

## **Certifications**

- Microsoft Excel Certificate - [ADMIX COMPUTER CENTRE], [2025]

## **Academic Projects (Optional)**

- Inventory Tracking Project - Simulated stock entry and dispatch using Excel formulas and pivot tables.
- Business Analysis - Studied supply chain practices in retail businesses.

## **Personal Details**

- Date of Birth: 17 September 2003
- Languages Known: Hindi, English
- Location Preference: Bokaro / Jharkhand / Pan India

- Availability: Immediate

## **Declaration**

I hereby declare that the above information is true and correct to the best of my knowledge.

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