

SUNITA DEY

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Results-driven professional seeking a long-term career in a performance-oriented organization where I can leverage my expertise in data analysis, performance tracking, and MIS reporting. Committed to taking on new challenges, delivering actionable insights, and contributing to organizational success through dedication, integrity, and consistent results.

TOTAL EXPERIENCE : 6+ YEARS

Present Employer: Currently working at M/S Amit Metaliks Limited, Kolkata, as an Engineer from 5th June 2025 to Present.

- ❖ Coordinate directly with the COO office on technical and operational activities.
- ❖ Handle KRA/KPI tracking and reporting for various departments.
- ❖ Prepare comprehensive MIS reports and dashboards for performance analysis.
- ❖ Manage procurement and inventory activities using SAP MM module.
- ❖ Conduct data analysis to support decision-making and operational improvements.
- ❖ Utilize advanced Excel functions and powerPoint for reporting and presentations.
- ❖ Prepare MIS reports for monthly and quarterly reviews.

SKILLS SET

✓ Data analysis

✓ Business System Development

✓ Data visualization

✓ Problem solving and Analytical ability

✓ Planning and decision making

✓ Good communication skills

✓ Teamwork and leadership

✓ Technical support

✓ MS office

✓ Windows

✓ SAP

✓ Power BI

CAREER CONTOUR

Shakambhari Ispat & Power Ltd, Purulia (WB) as an ASSISTANT ENGINEER (Technical Cell) From 3rd April 2023 to April 2025

Accountabilities:

- ❖ Provide MIS reports on a daily, weekly, & monthly basis.
- ❖ Analyze performance data to identify trends and opportunities for improvement.
- ❖ Prepare reports on excel using different tools & formulas.
- ❖ Reconcile reports & coordinate with relevant people.
- ❖ Weekly reviewed (Downtime & plant utilization, consumption, Productivity, cost.)
- ❖ Centralized MIS Preparations of plant & make product costing as per production.
- ❖ Fuel Consumption Report (vehicles wise) (store vs Automobile Record)
- ❖ Root cause analysis for each significant variance.

Shyam Metallics & Energy Limited, Jamuria (WB) As a JUNIOR ENGINEER Reporting to unit head from 7th April 2019 to 28th Feb 2023

Accountabilities:

- ❖ Centralized MIS preparation of plant & make product costing as per production.
- ❖ Preparing cost sheet of different divisions (Pellet, Powerplant, Ferro, DRI).
- ❖ Preparation Monthly Budget & Analysis of variance of actual vs budget.
- ❖ Allocation & apportionment of overhead.
- ❖ Preparation of cost information & variance analysis.
- ❖ QC analysis of quality parameters of semi-finished & finished product.
- ❖ Meeting coordinator (between Unit head & divisional head) and making MOM.
- ❖ Planning & organizing technical & non-technical training & implementation with PPT presentation.

ACHIEVEMENT

- ❖ **AWARD: Bhartiya Sanskriti Gyanprakash (2011) 50 meter run position 2nd (2010)**
- ❖ **CERTIFICATION: Shyam metallics in collaboration with Boston Consulting Group (BCG) Completed training on Excel-based Analytics on dated 28th Sep'2021**

SCHOLASTICS

- ❖ **Diploma in Metallurgical Engineering, Asansol Polytechnic (govt), WBSCTE (2018)**
- ❖ **B. Tech (Computer Science & Engineering and Management), MAKAUT WB (2025)**

PERSONAL DETAILS:

- ❖ Address : PS+PO-Raniganj, BC Road, Kumar Bazar, Raniganj,
District-Paschim Bardhaman, West Bengal - 713347
- ❖ Date of Birth : 08-04-2000
- ❖ Gender : Female
- ❖ Marital status : Single
- ❖ Languages Known : English, Hindi, Bengali,
- ❖ Nationality : Indian
- ❖ Hobbies : Listening to Music, Reading book, Travelling, Playing Guitar.

(SUNITA DEY)