



Sudipta Das

Assistant Manager – Business Development & Marketing

OBJECTIVE

To lead, challenge and be challenged in a business development, marketing and customer relationship domain. Analyze and improve marketing, sales and operational performance and development of products, markets and relationships.

CONTACT DETAILS



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+91 9038466219



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SOCIAL MEDIA



LinkedIn:

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Skype ID:

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KEY SKILLS

- Strong Organizational skills and ability to prioritise effectively
- Market Research & Analysis
- Customer Relationship Management (CRM)
- Business Development, Marketing & Public Relations
- Administrative Support & MIS
- Team Handling, Strategic Planning & Preparation of ROI Reports
- Procurement & Purchase
- Supply Chain & Logistic Management

PERSONAL DETAILS

Date of Birth : 08th of Dec 1987
 Nationality : Indian
 Religion : Hindu
 Marital Status : Married
 Father's Name : Mr. Gorachand Das
 Languages : Bengali, English & Hindi

PERMANENT ADDRESS

B.S.S Street, Tarapur West,
 P.O - Agarpara,
 Kolkata – 700109, North 24
 Parganas, West Bengal, India

PROFESSIONAL EXPERIENCE

FLEXITUFF VENTURES INTERNATIONAL LIMITED

Designation: Asst. Manager (Business Development & Marketing)

Since: July'2016 to Present

Prime areas of responsibilities:

- Conducting Market Research, Analyzing consumer needs & feedback reports and Business support to Management and Sales team
- Relevant experience in Handling Team and End Users
- Strong Customer Relationship to understand their needs & provide solutions and deliver sales objectives, Vendor Negotiation, Conflict Resolution and Liaison with Government and Corporate officials for new business opportunities and incorporation of new products
- Project & Public Relation (PR) Marketing & Follow up new business opportunities
- Advertising & Communicating with prospective clients and customers
- Dedicated in Event Management & assisting promotional activities
- Developing, implementing and managing marketing campaigns to promote the products and its services
- Tender Participation (Tender Search, Documentation & Bidding)
- Data & Statistical Analysis and generate IPI (Individual Performance Indicator) Reports
- Collection, Compilation and Circulation of Financial and Statistical informations
- Preparation of Sales Report, ROI (Return on Investment) and Tracking Business Activities
- Logistic Operation Management (Inventory Management, Controlling & Optimizing logistical processes, Generation of E-Way Bill)

JIS GROUP

Designation: Executive Assistant (Training & Placement - Marketing)

Since: April'2016 to July'2016 (4 Months)

Prime areas of responsibilities:

- Assist Managers and Executives in scheduling meetings, events and other appointment with clients
- Setting up and managing events like conferences and maintain executive calendars and meeting agendas
- Coordinating and arranging meeting with clients and organise Campusing
- Organizing, Preparing, Maintaining and Safeguarding confidential files, documents and reports
- Preparing and editing correspondence, reports, and presentations

SUBLEWEIGH ELECTRIC (INDIA) PVT.LTD.

Designation: Techno Commercial Assistant (R&D and Product Development)

Since: June'2012 to March'2016 (3.9 years)

Prime areas of responsibilities:

- Commodity Management: Manage Sourcing & Procurement of Electronic components used in R&D (Industrial Weighing, Process Automation Systems and Industrial Power products).
- Vendor Relationship: Establish and maintain relationships with the suppliers and vendors, ensuring quality and timely delivery of critical components.
- Cost Optimization: Identify opportunities for cost reduction and negotiate favourable terms with the suppliers.

PASSPORT DETAILS

Passport No. : M2728813
Living Country : India

COMPUTER SKILLS

Software & Applications

- Microsoft Office (MS Word, MS Excel, MS PowerPoint) - All Versions

ACCOLADES

- Performed several Dramas at school and at the cultural celebrations
- Participated in various Corporate Cricket , Volleyball & State Carrom Tournaments

HOBBIES

- Getting familiar with AI tools
- Exploring new Topics & Ideas
- Expanding Connections

DRIVING LICENSE

License No.:

WB23 20100107156
(4 Wheeler)

- **Quality Assurance:** Collaborate with the quality team to ensure components meet required specifications and standards.
- **Research and Analyze market conditions, opportunities and customer needs**
- **Scheduling meetings, events and other appointment with clients**
- **Preparing Sales & ROI (Return on Investment) Report**
- **Execute Supply Chain assistant functions** in R&D and Product Development
- **Logistic Operation Management (Inventory Management, Controlling & Optimizing logistical processes)**

SPC ACADEMY

Designation: Admin Executive
Since: February'2010 – May'2012 (2.4 Years)

Prime areas of responsibilities:

- Advertising & Executing promotional activities
- MIS & Database Management
- Managing daily program schedules
- Arrangement of Meetings and providing satisfactory feedback

ICFAI UNIVERSITY

Designation: Computer Operator
Since: October'2009 – January'2010 (4 Months)

Prime areas of responsibilities:

- Conflict and Enquiry resolution of clients
- Analyze market conditions and client needs
- Database Management
- Preparation of MIS and Other Reports

EDUCATIONAL QUALIFICATION

Qualification	Year of Passing	University / Board	Division
Graduation (BCA)	2009	W.B.U.T	1 st
Higher Secondary	2006	W.B.C.H.S.E	2 nd
Secondary	2004	W.B.B.S.E	1 st

Declaration:

I consider myself familiar with Computer Engineering aspects. I am confident about my ability to work in a team as well as self. I hereby declare that the informations furnished above are true to the best of my knowledge. I am prepared to produce all my certificates and other testimonials at the time of interview.

Place: Kolkata

Date:

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(Signature)