



Sudipta Das

Business Support Executive
(Admin / Marketing / Business Development)

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



Mobile:

+91 9674527099

+91 9038466219



Email:

sudiptadas0812@gmail.com

SOCIAL MEDIA



LinkedIn:

www.linkedin.com/in/sudipta-das-065a6361



Skype ID:

sudiptadas9681_1

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
- Strategic Planning for Sales Team & preparation of ROI reports
- Strong Verbal & Written Communication Skills
- Active & Ambitious

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: Business Support Assistant (Business Development & Marketing)

Since: July'2016 to Present

Prime areas of responsibilities:

- Conducting market research, analyzing consumer needs and feedback reports and Business support to management and sales team
- Client handling, Vendor negotiation, Conflict Resolution and Liaison with Government 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
- Identify, Analyze and Interpret trends or patterns of complex data sets

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

SUBTLEWEIGH 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:

- Research and analyze market conditions, opportunities and customer needs
- Scheduling meetings, events and other appointment with clients
- Compiling, Consolidating, Formatting and Summarizing informations, Graphs and Presentations
- Preparing Sales & ROI (Return on Investment) Report
- Execute supply chain assistant functions in R&D and Product Development
- Dispatch supervision

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 Tournaments

HOBBIES



- Internet Surfing
- Playing Cricket

DRIVING LICENSE



License No.:
WB-232010107156
(2 Wheeler)

SPC ACADEMY

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

Prime areas of responsibilities:

- Advertising & executing promotional activities
- MIS preparation & 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
Post Graduation (MBA)	Pursuing	SMU	N/A
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)