Subrata Saha

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**Objective**

With considerable experience in Data Analyzing, MIS Reporting, Operations and IT over strategic planning, I aim at utilizing my potential at the fullest to perform superlatively well and assist my organization to attain its goals and fulfill its objectives.

**Profile Highlights**

* Excellent knowledge of MS Excel, Access, MySQL and Data Analyzing.
* Knowledgeable in Oracle BI-Viewer, Tableau, Demantra Platforms.
* Easy Adaptability to Any Work Environment.
* Quick Learner, Team Player and Good interpersonal skills and ability to work under pressure.
* Well versed with resolving problems related to Report Analyzing, Quality & Finishing Operations.
* Expertise in planning, Forecasting & controlling the operations production demands & requirements.
* An excellent communicator with good analyzing and problem-solving skills.
* Sound understanding of the basic framework of operations.

**Experience**

1. **Organization : Eveready Industries India. Ltd.**

**Designation : Senior Officer-Sales Support (MIS)**

**Job Role :** MIS Reporting, Data Analysis, Sales Support, Database Maintain

**Period :** August-2016 to Present

**Role & Responsibilities**

* Coordinator & Responsible for Maintaining MIS for 5 Branches of Eastern Region (Eveready & Powercell Division).
* Responsible Intermediator person between GM, BM, ASM and HO.
* Analyze and graphically representation of Sales data for Sales Officer, Area Sales Managers and Branch.
* Assist GM in terms of Making Decision regarding Business Development.
* Play a Key role in Appraisal process of BM, ASM, SO and TSI.
* Extract Primary data from Unibiz-Oracle software and Secondary data from Esmart online software.
* Forecasting Sales figure for upcoming months using Oracle Demantra a Demand Management Tool.
* Maintaining & Reporting various *Errors (Defect)Analysis* in Excel by performance Tracker (Daily, Weekly & YTD)
* Identifying problems, recognizing symptoms, gathering relevant Information systematically considering a board range of Issue or factors sound judgment & analytical skills to determine reasonable solutions.
* Prepare ppt and various analytical reports for monthly, quarterly, half-yearly and annual review meet.
* Removing duplicate, cleaning and formatting data using Excel.
* Publish daily and monthly reporting using Advance Excel (**Vlookup, Hlookup, Logical functions, Sumifs, Isna, Iferror, Pivot Table, Chart, Conditional Formatting, Data Validation, Macro** etc.).
* Prepare different Reports Like Daily Business Tracker, Storming Report, Primary-Secondary-Inventory Report, Business Plan vs Achievement, Quarterly COC Report, Monthly Estimate Report, Stock Reports & Incentives.

1. **Organization : Sony India Pvt. Ltd.**

**Designation : RDI Support (MIS)**

**Job Role :** MIS Reporting, Data Analysis, Sales Support, Database Maintain, Training

**Period :** February-2015 to August-2016

**Role & Responsibilities**

* Responsible for daily Kolkata branch MIS Reporting.
* Coordinate & Handle 270 Executives of All Bengal.
* Analyze Sales figure of Sales Executives.
* Conduct Induction session for newly joined sales persons. This session helps them to understand their job role & responsibilities with future growth.
* Extract data from AMBO online software, cleaning and formatting data.
* Graphically represent Sales Trend of Sales Incharge & Branch Managers.
* Analyze product cost & budget with monthly sales profit.
* Update Data Tracker and MIS Dashboard on daily basis.
* Publish daily and monthly reporting using Advance Excel (**Vlookup, Hlookup, Logical functions, Sumifs, Isna, Iferror, Pivot Table, Chart, Conditional Formatting, Data Validation, Macro** etc.).
* Prepared Incentive Distribution Sheet for the All Bengal Sales Executives, Daily Dashboard Reporting, Retail Sales Analysis.
1. **Organization : Shradha Agencies Pvt. Ltd. (P&G Div.)**

**Designation : System Officer**

**Job Role :** MIS Reporting, Data Analysis, System Support, Database Maintain

**Period :** April-2010 to February-2015

**Role & Responsibilities**

* Coordinate & give support to activities related to sales & distribution via sales MIS.
* Receiving, downloading and collating data from 32 branches, cleaning and formatting data.
* Removing duplicate numbers from data using Excel.
* Updating Data Tracker and MIS Dashboard on daily basis.
* Every Month end check branch reporting with branch database extracts data in Excel.
* Preparing & sharing daily report, PPT for business trend analysis and decision making for P&G Manager and other Admin members.
* Maintaining daily stock transaction (like purchase, transfer IN, transfer OUT) in excel.
* Publish daily and monthly site reporting using Advance Excel (**Hlookup, Vlookup, Sumif, Isna, Iferror, Pivot Table, Chart, Conditional Formatting, Data Validation, Macro** etc.).
* Preparing Site Reporting (Like- Daily Sales Target vs. Achievement, Productivity, Different Sales Initiative Tracker, Collection vs. AR Reports).
* Daily branch operation like- Collection Entry, Inventory Valuation, Purchasing, Order Punching and Invoice Printing etc. are maintained by me and our team using SWING software.
* Assisting in managing operations of Head office and Branch Level.
* Installation of Operating and Application Software, configuration and troubleshooting of Server, Clint, Printer.

**Academic Qualification**

Pursuing MBA from IGNOU.

MASTER OF ARTS (Distance Education), Rabindra Bharati University, 2010

Major: History ● Percentage: 50.5% ● Ranked: 3rd in University History dept.

BACHELOR OF ARTS, Lalbaba College (Under Calcutta University), 2008

Major: History ● Percentage: 54.25% ● Ranked: 2nd in College History dept.

HIGHER SECONDERY, Belur High School (Under W.B.C.H.S.E.), 2005

Major: Arts ● Percentage: 64% ● Ranked: 6th in School Arts dept.

MADHYMIK, Belur High School (Under W.B.B.S.E.), 2003

Major: General ● Percentage: 69.75% ● Ranked: 10th in School.

**Technical Qualification**

* Completed Advance Diploma in IT/ DOEACC **A** Level.
* Completed Diploma in IT/ DOEACC **O** Level.
* Passed Computer Application and Programming with 2nd rank in batch from Ramakrishna Mission Shilpamandir Computer Centre.

**System Skill**

* Extensive knowledgeable in MS-Office.
* Programming skills in Visual Basic, FoxPro, C, C++ and HTML.
* Knowledge in SQL, ORACLE, MS-Access.
* Familiar with Windows, DOS & UNIX.
* Knowledgeable in Internet Technology and Networking.

**Personal Profile**

**Date of Birth :** 04th May, 1988

**Father’s Name :** Ashutosh Saha

**Language Known :** English, Bengali and Hindi

**Marital Status :** Married

**Interests :** Listening to music

**Address :** Belur, Howrah, West Bengal

**Date:**

**Place: Belur                                        Subrata Saha**