**CURRICULAM VITAE**

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**PERSONAL PROFILE**

Name : Payel Das

Nationality : Indian

Date of Birth : 30/06/1980

Languages Known : English, Hindi, Bengali and Assamese

***QUALIFICATION***

**Professional Qualification**

1. Completed **Post Graduate Diploma In Business Management** (Batch 2001-2003) from Shiva Institute of Management Studies, Ghaziabad (NCR) (Approved by AICTE, Ministry of HRD Govt. of India) in 2003.

1. Computers skills in MS word, excel.

**Academic Qualification**

* 1. B.A. (Hons.) in Economics from Guwahati University, Assam, in 2001
  2. Higher Secondary from Assam Higher Secondary Education Council, Assam in 1998
  3. CLASS X FROM ST.MARY’S CONVENT ENGLISH HIGH SCHOOL, from Board of Secondary Education, Assam in 1996.

***HOBBIES***

Reading Newspaper, Net Surfing

**WORK EXPERIENCES**

* **Worked in a project as an Regional Manager (political analyst) for the state of West Bengal from September 2018 for 10 months in New Delhi.**

Looking after the whole of North Bengal district, managing a group of people (20-25). Maintaining relationship with internal and external clients.

1. Worked in **Kankei Relationship Marketing Pvt. Ltd** (**Tiger Pug)** as **Sr. Executive sourcing and procurement** from **September** **2016 to August 2017.**

**Tiger Pug** is an ecommerce platform.

Looking after sourcing, searching of new vendors through various platform, maintaining relationship with existing and new vendors, negotiating with vendors, looking after the operational part of vendor management coordinating with sales team for the orders, co ordinating for pricing, order management, preparing Quotations, product listing, on boarding of new vendors, preparing Purchase Orders, coordinating for payment follow ups, co- ordinating for invoicing process looking after the inventory, looking after the dispatch for the final customers, looking after LC opening, looking after performance bank guarantee, coordinate with finance for raising Invoice for PO’s, making MIS reports.

1. Worked in **Excel Business Solutions** as **Vendor Co ordinator** from **September 2015 to May 2016**

Coordinating with sales team for the orders, Vendor Management, preparing Quotations, preparing Purchase Orders, coordinating for payment follow ups, handling a group of 20 people, coordinate with finance for raising Invoice for PO’s, preparing E Sugam, dealing with E commerce platform people like snapdeal, amazon, msupply and so on, listing of products on them,making challans for delivery of goods, shipment tracking of products, looking after the attendance of the sales staff, making MIS reports.

1. Worked in **Holoflex Limited** as **Executive – customer and sales coordinator** from **May 2012 to March 2013.** Co-ordinating between the sales team and factory, looking after the operations of customer service, vendor management, making of purchase orders, Product Indent and Dispatch Indent and sending it to the factory for processing of the orders, making of Challans for sending the materials to the customers in various locations, dispatch of their materials, arranging the logistics of the materials to be shipped, tracking our shipments which are been sent from factory, mailing to all the customers regarding the shipment status, making of MIS reports.

1. Worked in **Wadhawan Retail Pvt. Ltd. (Spinach),**

A reputed organization, into developing a local community store for daily home needs. The stores are positioned as neighborhood community stores catering to customer needs specific to the locality in Kolkata as **Duty Manager** from **February** **2008 to December 2010.**

Store management, looking after the operations of the store, handling a group of 20 people, providing training to executives about Promotion, New Product Launch, vendor management, Cashiering, System (SANVIK), looking after Indenting, Dumping, House Keeping, Roster Scheduling, Inventory, POS Lot Monitoring etc, Sales Reconciliation, Petty Cash Management, looking after Good Receipt Notes (GRN) for Daily Supply Product, damage, Expiry & Near to Expiry stock tracking, MRP Issues & EAN Code Mismatch Report, fixed Asset Management, MIS (Management Information Report) of store.

1. Worked in **DISHNET WIRELESS LIMITED (AIRCEL)** in Burdwan as executive customer care **(Store Manager)** .

Looking after the **retail (store) operations** in Burdwan and Durgapur from **August 2006 to December 2007.**

Walk-in customers, sales of handsets, post paid and pre paid connections through a dedicated customer care team, convert walk in customers into sales through the customer care team, CAF filling up process and doing verification of the same, AV/CV process and activation and deactivation process, post paid and pre paid activities , bill delivery, bill collection, MIS of Daily Business Report , maintaining the MIS of Daily cash collection report, MIS of Stock report of the store, maintaining the complaint register of the customers & escalate technical/ non-technical complaints to the respective departments, providing all kind of MIS support to the Higher Management related to Franchisee, maintaining the total post paid subscribers details of the region to prevent churn & for future reference of retention.

1. Worked as customer care (**Store Manager)** **(retail)** in **BHART**I **AIRTEL LIMITED. (AIRTEL)** in NESA circle.

Looking after the **retail (store)** **operations** from **March 2005 to July 2006** and was looking after store sales in handsets, post paid and pre paid connections.

Handling the sales work force and taking care of around 10 sales team members, looking after the CAF verification process, doing AV/CV, looking after the Activation process (both post paid and prepaid), looking after the provisioning (vas and activation/deactivation) process, looking after complaints, enquiry and request and the Overall, collection process and Bill delivery process and the daily **Walk-in.**

Place:

Date :