

Benayak Nath Chakraborty

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PROFESSIONAL HIGHLIGHT

Objective

To obtain a marketing position that will enable me to use my strong organizational skills, **more than 25 years of work experience**, educational background and ability to work well that enables a positive contribution to the organization.

Summary

An enthusiastic self-motivator with strong leadership and communications skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives.

ACADEMIC QUALIFICATION

- **Diploma in Computerized Financial Accounting**
Maruti Computer Training Institute (Govt. Registered) 1994
- **Bachelor of Commerce (Honours)**
Seth Anandaram Jaipuria College, Calcutta University (1990-1993)
- **Higher Secondary Examination (XII)**
Seth Anandaram Jaipuria College, Calcutta
West Bengal Council of Higher Secondary Education (1988-1990)
- **Secondary (Madhyamik)Examination (X)**
Shyam Bazar A.V. School, Calcutta
West Bengal Board of Secondary Education (1987-1988)

Work Experience :

M D Tradelinks Pvt. Ltd. (Renowned Tyres dealer) : From 15th July, 2020 to till date.

Job Responsibilities:

Designated as Business Manager : Looking after sales, purchase, stocks, accounts, internet banking activity , coordinating with customers, sellers and Management along with these following activities :

1. Interact with parties for selling tyres as per their requirements.
2. Online all Tyre companies' Order & claim place.
3. Contact dues parties for dues payment.
4. Prepare reports of daily Target Vs. Achievement of sales Persons.
5. online payment of all tyres companies.
6. Regular update all tyre companies price list
7. Monthly Statement checking from our A/c with others companies.
- 8 . Preparation of incentive for Sales Lead & Service Lead.
9. Maintain stocks as per daily requirement.

Birla Tyres Ltd : (25th August, 2011 to 12th June, 2020)

Job Responsibilities:

Designated as Sales Operations Lead (Business Manager) East Region.

- Birla Tyres East Region consisting with 7 Nos. states of India, 1. Bihar, 2. Jharkhand, 3. Chhattishgarh, 4. Assam, 5. Tripura, 6. Odisha and 7. West Bengal. There are 24 Nos. Depots and 65 Nos. Birla Tyres employees.
- Time to time follow up with State Heads and Field Sales persons about their Sales, Stocks, Collections, Outstanding. Prepare reports and analysis Target Vs. Achievement, Stocks Vs. Sales, Collection Vs Outstanding and others company related activities.

The following activities are :

- (a) Daily Sales plan.
- (b) Daily Sales target Vs Achievement.
- (c) SKU wise Tyres Stocks reports & analysis.
- (d) Fund Management and business growth reports & analysis.
- (e) Monthly Sales Plan (MSP).
- (f) Stock Requirement for Depot.
- (g) Marketing activity plan.
- (h) Attendance for Salary.
- (i) Employees' Medical Insurance.
- (j) Projected Journey Plan (PJP).
- (k) Travelling Expenses of Employees.
- (l) Additional Billing Limit.
- (m) Monthly RH / SA Budget to increase sales and support to Selling Agents and Dealers.
- (n) Analysis daily Call Reports (DCR) of Sales Leads.

Hindusthan Heavy Chemicals (1st February,1997 to 24th August,2011)

Job Responsibilities:

Designated as Senior Computer Operator.

- (a) Stores Inventory Control System.
- (b) Raw Material Inventory Control System.
- (c) Salary & Wages Bill Preparation.
- (d) ESI, PF, PTAX, Excise, Service Tax.
- (e) Income Tax Computation.
- (f) Internet communication (E-filing of Central Excise, Professional Tax return).
- (g) Handling other office automations.
- (h) Documentation of records related to EDP department.

Sagar Finevest Pvt. Limited. (19th January' 1993 to 31st January'1997)

Job Responsibilities:

Designated as Accounts Assistant.

- (a) Preparation of Accounts.
- (b) Balance Sheet
- (c) Cash handling.
- (d) Documentation of Records.
- (e) Dealings with the banks and other financial institutions.

ADDITIONAL SKILLS AND INTERESTS

- Fair Knowledge in SAP, Tally ERP 9.
- Very good PC skills in Internet, proficient in MS Office (Excel, Word and PowerPoint) and office based application.
- Having natural interpersonal and communication abilities acquired a solid reputation for effective team work and networking.
- Strong work ethics, work well with others.
- Ability to think as a marketer and develop.

PERSONAL DETAILS

Sex: Male

Date of Birth: 17th July, 1970

Marital Status: Married

Father's Name : Late Joydeb Chakraborty

Mother's Name : Late Monorama Chakraborty

Aadhaar No. 7825 4848 8835

PAN No. AEMPC5010N

Languages Known: English, Hindi and Bengali.

Extra-curricular Activities: Played Inter College Football for 2 years.

Strengths: Active, Confident and hard-working. Excellent communication ability and organizing sense.

I hereby declare that the above information is true, correct and complete to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/candidature is liable to be rejected summarily.

Regards,

Benayak Nath Chakraborty