**CURRICULUM VITAE**

* **Name and Surname : Suchanda Roy**
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**Kolkata-700025**

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* **DOB : 28.05.1975**

**OBJECTIVE**

To obtain a responsible and challenging position in a Company, where my experience would come in handy, and I would be able to perform with confidence and deliver the corporate goal of profit maximization and meeting the challenging regulatory.

**FAMILY BACKGROUND**

A family comprising of 2 children of which my son is presently studying in class XlI, and daughter is currently studying in class VI. Husband passed away due to Covid-19.

**EDUCATION**

* Passed Madhyamik Pariksha from West Bengal Board of Secondary Education in 1990, secured 58%.
* Passed Higher Secondary Examination from West Bengal Council of Higher Secondary Education in 1992, secured 54%.
* Passed B. Com Examination from Calcutta University in 1994, secured 51%.

**PROFESSIONAL**

Proficient in Microsoft Office, Data-Entry, Back office / Front office administration and email correspondence

**WORK EXPERIENCE**

* **Ballyfabs International:** December 2023 – Till Date – Sales Executive

**Resposibilities:** Job includes backend sales support

* Phone calls handling
* Incoming and outgoing stock register maintaining
* Follow up with the customers for payment
* Online catalogue updating
* Database maintaining
* Dispatch product through courier or by hand
* Invoice making
* **Indarsen Shamlal Pvt Ltd**: November 2021- Ohctober 4, 2023

Merchandiser.

**Responsibilities:** Job includes handling incoming and outgoing calls

\* Sending marketing emails to buyers

\* replying clients immediately once reply received.

\* Receiving inquiries and to forward them to costing department for working.

\* To make sure and following up with the costing dept and arrange to send the quotation to clients the same day Or the earliest possible.

\* To take approval from the directors on the key points before replying the clients.

\*To receive sample request from clients and forward the same to factory sample dept and end to end followup with them.

\* To dispatch samples thru DHL/Fedex to the respective clients independently.

\*To keep and track counter samples labelled and in stock for production use in the future.

\* Sending PI to clients etc.

* **Security and Investigation Bureau [Aranya Bhawan]**: May 2003 to August 2015

Front Office Executive.

**Responsibilities:** Attend the customers, data entry of daily services of agency.

* **RDL Infotech Ltd:** June 2000 to April 2003.

Office/Accounts Executive.

**Responsibilities:** Maintain the filing system of office correspondence, including the leave records, stock register. Handling of Petty Cash and keep the Cash Book. Make the follow-ups of clients and maintaining the MIS.

* **Lalani Infotech Ltd.:** February 1999 to May 2000.

Office Assistant.

**Responsibilities:** Job includes data entry of daily service report and service call registration, submitting the performance appraisal to Service Co-Ordinator relating daily activities of the Service Engineer.

* **Everglow Investment Pvt. Ltd.:** February 1996 to January 1999.

Accounts Assistant.

**Responsibilities:** Job includes Cash Book Entry, Ledger Entry and making profit and loss account, and balance sheet.