## NIRMAL KUMAR CHAKRABORTY

**CURRICULAM VITAE**

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**N.K.Chakraborty,**

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**Professional SUMMARY:-**

* A seasoned professional with **30 years and above experience in Secretarial jobs, Personal Assistant jobs, Sales coordinator job, Executive Assistant job and Office Admin Jobs.**
* **Sound experience in development of Business Strategies & implementation.**
* **Maintaining high level of information flow for smooth functioning of the Office.**
* **Independent correspondence as well as self drafting of Official letter and making ready for reply as per need of Director/CEO/GM**
* **Maintaining confidentiality in all concerned areas.**
* **Preparing Board Folder for Board of Directors meeting**
* **Preparing Director/CEO monthly calendar and looking after boss travel arrangement as well as staying arrangement as per need.**
* **Preparing budget of the Branch.**
* **Preparing white paper on different topic after analysing the different website and data base information.**
* **Fixing up courier people, and looking after vendor management.**
* **Looking after purchasing of Office Furniture, Fixture, and Office equipments likes Computer, Xerox machine, Fax machine etc. for running office smoothly.**
* **Doing AMC of all Office Assets and equipments.**
* **Looking after purchasing of Office Stationery.**
* **Preparing Tender and offer as per enquiry**.
* **Collection of C-Form and making arrangement for payment of Entry Tax.**
* Excellent Communication Skills; adept in interacting with the various departments. Divisions, Govt Officials, and other administrative department.
* Handling **Office Admin jobs and Secretarial jobs** and also expertise in **monitoring Sales personals.**
* **Expertise in preparing MIS reports.**
* Expertise in preparing **monthly budget of the Branch. Looking after accounts, taking care of travel management, Organizing conference etc.**
* Expertise in preparing different kind of **Sales Statistical reports** like target vs. achievement, outstanding statement, Sales Personal vs. Dealer performance reports, Daily market feedback report etc
* Proven abilities in managing the office in absence of Higher Authorities

**PROFESSIONAL EXPERIENCE AND CAREER PROFILE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of the Organisation** | **Nature of Organisation** | **Post Held** | **Duration** | **Reporting Boss** |
| **M/s AtlierBasu Ltd** | Construction company dealing with turnkey project | **Executive Assistant to CEO** | June 1986 to July 1992 | **Directly reporting to CEO** |
| **M/s Dabur India Limited** | **Renowned FMCG Company** | **Personal Assistant cum Admin Executive to Zonal Sales Manager** | September 1992 to Dec 2005**(Total 13 yrs)** | **Directly reporting to** **Zonal Sales manager and National Sales Manager** |
| **M/s Baidyanath Pvt.Ltd** | **Renowned FMCG Company** | **P.A. cum** **Sales Coordinator** | July 2006 to June 2010 | **Directly reporting to GM and Director** |
| **M/s Aska Equipments Ltd** | A manufacture Company dealing with products like Fire Fighting System, Inflatable Lighting systems and Chain pulley systems Heavy power torch | **Branch In charge cum Admin Executive** | June 2010 to Oct 2012 | **Directly reporting to General manager and Director** |
| M/s PARAS GROUP | **Renowned FMCG Company** | **P.A. cum** **Sales Coordinator** | November 2012 to Oct 2015 | ‘  **Directly reporting to Director** |
| **Peerless Group** | **Renowned Finance Company** | **Executive Assistant to CEO & MD** | October 2015 to May 2018 2017**(Unit closed)** | **Directly reporting to MD & CEO** |
| **Saltee Asset Management Pvt.Ltd** | **A renowned real estate company** | **PA to CMD** | July`18 to till March 2020 | **Directly reporting to CMD** |
| **Adams Exim Pvt.Ltd** | **This company is dealing in Leather Industry** | **PA/HR to Director** | October 2021 to till date continuing | **Directly reporting to Director** |

***1) The Roles and responsibilities M/s AtlierBasu Ltd:-***

* Independent handling of all incoming mail, documents and presenting the same to Boss table for his observation and taking further necessary action.
* Attending all incoming phone calls and giving necessary reply to the client, parties, customer etc as per needs.
* Self-drafting of all Official letter as per need and requirement.
* Arranging monthly meeting as well as doing hotel booking and ticket arrangement for Boss and other staff.
* Monitoring**overall secretarial as well as Office Admin jobs**. Looking after purchasing of official stationeries and other maintenance jobs like such as, housing keeping, electricity bill payment, and looking after AMC of all official furniture & fixture, properties, Office Computer etc.
* Keeping a track of Boss tour program and preparing his monthly planner and appointment schedule.
* Taking care of total Office Administration function and supporting President time to time to carry out his job effectively.
* Interaction with different international clients as well as parties through mail.

***2) The Job responsibilities at Dabur India Ltd:-***

* Independent **handling of all incoming mail,** documents and presenting all the mails to Boss table for his observation and taking further necessary action.
* Attending **all incoming phone calls** and giving necessary reply to the customers, clients etc as per needs.
* Arrangement of Monthly **Meeting** as well as doing **hotel booking and ticket arrangement** for Boss and other staffs.
* Self drafting of all Official letter and making ready for reply as per need
* Interaction through e-mail with different national & international customer and clients as per need.
* **Coordination and communication** with HO, different department, different branch office within India and as well as Govt. Official
* Keeping a track of ZSM tour program and preparing his monthly planner and appointment schedule.
* **Monitoring 250 sales personals throughout Eastern Region.**
* Preparing **monthly M.I.S reports and different kind of Sales Data** Which Includes target vs achievement, market feedback report, competitor feedback report, and area wise outstanding dues statement.
* Settling down all the claim, complain etc raised by the parties and customer and issuing necessary credit/debits notes.
* Maintaining ledger account of all the dealers /parties and following up their outstanding dues
* Monitoring the **warehouse and logistics related operation** also.
* Maintaining confidentiality in all concerned areas.
* Looking after **entire Sales Admin and Back Office Jobs.**
* **Preparing Tender for submission and liaison with Govt official** as per need and requirement.

**ADMINISTRATION ACTIVITY:-**

* Looking after AMC of Office Furniture, Fixture, Office Equipments etc and its maintenance.
* Vender management
* Purchasing and procurement of Office equipments like, Furniture & Fixtures, Computers, Fax Machine, Xerox machine, Air-condition for Office, Generators for office, Coffee machines, Water purifier etc.
* Fixing up of courier for Office.
* Purchasing of Office Stationeries
* Taking care of overall office maintenance for running smoothly of office.

***3) The Job and responsibilities at Baidyanath:-***

* Independent handling of all incoming mail, documents and presenting all the mails to Boss table for his observation and taking further necessary action.
* Attending all incoming phone calls and giving necessary reply to the client, parties, customer etc as per their needs.
* **Monitoring 250 sales personal throughout India.** Collecting their daily field feedback report, market activities report, call report etc.
* Self drafting of all Official letter and making ready for reply as per need of GM.
* Interaction through e-mail with different national & international customer and clients as per need.
* **Coordination and communication with HO, different department, different branch office within India and as well as Govt. Official**
* Keeping a track of GM tour program and preparing his monthly planner and appointment schedule. Liaison with travel agent for booking ticket and hotel booking for boss as well as for other staff also.
* **Preparing monthly M.I.S reports** which include different kind of reports like target vs achievement, stock statement, and outstanding dues statement etc and different data analytical sheet.
* Settling down all the claim, complain etc raised by the parties and customer and issuing necessary credit/debits notes.
* **Maintaining ledger account of all the dealers /parties and following up their outstanding dues**
* Monitoring the **warehouse and logistics related operation** also.
* Maintaining confidentiality in all concerned areas.

**ADMINISTRATION ACTIVITY:-**

* Looking after AMC of Office Furniture, Fixture, Office Equipments etc and its maintenance.
* Vender management
* Purchasing and procurement of Office equipments like, Furniture & Fixtures, Computers, Fax Machine, Xerox machine, Air-condition for Office, Generators for office, Coffee machines, Water purifier etc.
* Fixing up of courier for Office.
* Purchasing of Office Stationeries
* Taking care of overall office maintenance for running smoothly of office.

***4) The Roles and responsibilities at M/s AskaEquipments Ltd:-***

* Secretarial works
* Looking after Office Front desk activity
* Monitoring 150 sales personals
* Looking after total coordination and communication works.
* **Looking after office suppliers and equipment, and taking care of travel activity.**
* **Handling branch administrative matter, looking after purchase, taking care of AMC for company property, assets, furniture and fixture etc**
* Handling accounts of parties, sales personals, secretarial work, Branch Admin work, coordinator and communication work etc.
* **Taking care of entire branch administration activity, vender management, entire office maintenance , purchasing etc**

**ADMINISTRATION ACTIVITY:-**

* Looking after AMC of Office Furniture, Fixture, Office Equipments etc and its maintenance.
* Vender management
* Purchasing and procurement of Office equipments like, Furniture & Fixtures, Computers, Fax Machine, Xerox machine, Air-condition for Office, Generators for office, Coffee machines, Water purifier etc.
* Fixing up of courier for Office.
* Purchasing of Office Stationeries
* Taking care of overall office maintenance for running smoothly of office.

***5) The Roles and responsibilities at Paras Group:-***

* Independent handling of all incoming mail, documents and presenting all the mails to Boss table for his observation and taking further necessary action.
* Attending all incoming phone calls and giving necessary reply to the client, parties, customer etc as per their needs.
* **Monitoring 250 sales personal throughout India.** Collecting their daily field feed back report, market activities report, call report etc.
* Self drafting of all Official letter and making ready for reply as per need of GM.
* Interaction through e-mail with different national & international customer and clients as per need.
* **Coordination and communication with HO, different department, different branch office within India and as well as Govt. Official**
* Keeping a track of GM tour program and preparing his monthly planner and appointment schedule. Liaison with travel agent for booking ticket and hotel booking for boss as well as for other staff also.
* **Preparing monthly M.I.S reports** which include different kind of reports like target vs achievement, stock statement, and outstanding dues statement etc and different data analytical sheet.
* Settling down all the claim, complain etc raised by the parties and customer and issuing necessary credit/debits notes.
* **Maintaining ledger account of all the dealers /parties and following up their outstanding dues**
* Monitoring the **warehouse and logistics related operation** also.
* Maintaining confidentiality in all concerned areas.

***6) The Roles and responsibilities at Peerless Group:-***

* Maintaining high level of information flow for smooth functioning of the Office.
* Maintaining confidentiality in all concerned areas.
* Independent correspondence as well as self drafting of Official letter and making

ready for reply as per need of Director

* Timely communication and follow up as per need.
* Keeping a track of Director tour program, meeting schedule and appointment

schedule and making arrangement of his ticket (to and fro), staying arrangement

etc as per need.

* Independent handling of all incoming mail, documents and presenting all the

mails to Boss table for his observation and taking necessary action.

* Preparing Board folder of Board of Directors Meeting.
* Preparing white paper.
* Coordination and communication with trade bodies like, FICCI, ICC, CII,

ASSCHOM etc.

* Regular follow up the above trade bodies for important conference, meeting etc

programme.

**7) Roles and responsibilities at Saltee Asset Management Pvt.Ltd**

* Maintaining high level of information flow for smooth functioning of the Office.
* Maintaining confidentiality in all concerned areas.
* Independent correspondence as well as self drafting of Official letter and making

ready for reply as per need of Director

* Timely communication and follow up as per need.

**. Coordination and communication with HO, different department, different branch**

**Office within India and as well as Govt. Official**

* **Preparing monthly M.I.S reports** which include different kind of reports like target vs achievement, and outstanding dues statement of the parties’ etc and different data analytical sheet.
* Settling down the entire claim, complain etc raised by the parties and customer and issuing necessary credit/debits notes for adjustment.
* **Maintaining ledger account of all the dealers /parties and following up their outstanding dues**

**8) Roles and responsibilities at Adams Exim Pvt.Ltd**

* Maintaining high level of information flow for smooth functioning of the Office.
* Maintaining confidentiality in all concerned areas.
* Independent correspondence as well as self-drafting of Official letter and making

ready for reply as per need of Director

* Timely communication and follow up as per need.

**. Coordination and communication with HO, different department, different branch**

**Office within India and as well as Govt. Official**

* **Preparing monthly M.I.S reports** which include different kind of reports like target vs achievement, and outstanding dues statement of the parties’ etc and different data analytical sheet.
* Settling down the entire claim, complain etc raised by the parties and customer and issuing necessary credit/debits notes for adjustment.
* **Maintaining ledger account of all the dealers /parties and following up their outstanding dues**
* **LOOKING AFTER HR ACTIVITES OF THE COMPANY ALSO.**

**PERSONAL DETAILS:-**

* **FATHER`S NAME : Late Sri H.C.Chakraborty**
* **SEX : Male**
* **NATIONALITY : Indian**
* **MARITAL STATUS : Married**
* **LANGUAGES KNOWN : Bengali,English,Hindi& Oriya.**

**(I can read, write & speak all the above mentioned languages)**

**EDUCATIONAL QUALIFICATION:-**

* 1983 Bachelor of Commerce, from Sambalpur University
* 1981 Intermediate of Commerce, from Samablpur University
* 1979 Passed H.S.C.E from Ispat Higher Secondary School,Rourkela(Orissa

**PROFESSIONAL QUALIFICATION: -**

* Done **MS Office course** from L.C.C. which includes the followings:-

1. MS-Office 2000 (MS Dos, MS Windows, MS Word, MS Excels etc)**Experts**

**In MS-Excels operation.**

2. Expertise surfing E-mail

3. Internet surfing.

* Done **Type writing course**. Present speed is **50 W.P.M**. in English.
* Fax and Xerox machine operation is also known to me.

***Profile:-***I am a dedicated hardworking and enthusiastic team worker who enjoys working in a challenging work environment, Friendly, adaptable and committed with a confident outgoing disposition and a friendly approachable nature.

***Self Key Skills****:-*

a) Well Organized

b) Fast learner

c) Having good knowledge in Hindi and English Language.

d) Excellent communication and interpersonal skills.

e) Highly self motivated and disciplined.

f) Ability to work in cross functional culture.

g) Ability to draft any kind of official letter.

h) Good typing speed.

I) Ability to do self correspondence as per need.

j) Communication, Analytical and leadership skills.

***Expectation & Ambition:-***

To take up challenging task with fair amount of risk and thrill. Like to work in a

team for collective goals. As well as needs more exposure & challenges to grow

up for further better future prospects.

**( N.K.CHAKRABORTY )**