

Biraj Das



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Objective

To succeed in a stimulating and challenging environment that will provide me with advancement opportunities.

Achievement

- Rastrapati award by President of India (APJ Abdul Kalam) in Scouts & Guides in 2007.

Education

YEAR	COURSE NAME	COLLEGE/UNIVERSITY NAME
2013-2015	MBA (F&M)	Rawal Institute of management, Faridabad Affiliated to MDU.
2009-2012	BBA (Retail Management)	GRS Institutions, Guwahati, Assam Affiliated to AU.
2007-2009	XII (Com.)	Umshyrpi College, Shillong Affiliated to MBOSE.
2006-2007	X	Govt. Hr. Sec. School, Ziro (A.P) Affiliated to CBSE.

Summer Internship/Industrial Training

18th June 2014 to 12 August 2014

Northern Eastern Handicraft & Handloom Development Corporation Ltd. Guwahati, Assam

- 8 weeks Training
- **Project on Brand Promotion**

Project Research

1st Feb. 2015 to 30th April 2015

Market Analysis of Life Goods (LG) Consumer Durables

- 12 weeks Research
- **Project on Market Analysis**

Work Experience

18th Sept. 2019 to Present

- Working as a **Jonal- MIS Executive** in **Bharti Infratel Ltd.** Guwahati.

Job Description

- Provide support and maintenance to existing management information systems.
- Generate and distribute management reports in accurate and timely manner.
- Perform data analysis for generating reports on periodic basis.
- Provide strong reporting and analytical information support to management team.
- Generate both periodic and ad hoc reports as needed.

1st July 2018 to 16th Sept. 2019

- Worked as a **Freelancer** as **Digitizing GIS- Operation** in **Ground Truth India Pvt. Ltd.** Gurgaon.

Job Description

- Online campaigning & marketing for International Client.
- Doing Data analysis in Excel.
- Doing Quantity Analysis for online marketing.
- Designed to capture, store, manipulate, analyze, and manage.

1st July 2017 to 29th June 2018

- Worked as a **Senior Product Specialist** in **Skymap Technologies Pvt. Ltd.** Gurgaon, Haryana.

Job Description

1. Online campaigning & marketing for International Client.
2. Doing Data analysis in Excel.
3. Doing Quantity Analysis for online marketing.
4. Designed to capture, store, manipulate, analyze, and manage.
5. Present spatial or geographic data.

24th June 2015 to 4th March 2017

- Worked as an Office Executive at **MCT Deluxe Honour Industries Pvt. Ltd.**, Gurgaon, Haryana.

Job Description

6. Monitoring and managing all online Marketing, Sales and Financial Activities.
7. Managing & Motivating all Member for their Work.
8. Responsible for Business Development activities.
9. Generating business for the company by visits and various other marketing activities.
10. Making relationship with different vendors.

17th August 2011 to 31st June 2013

- Worked as Asst. Sales Manager in **Sai Communication** (DSA of Reliance & Idea cellular Ltd.) Guwahati.

Job Description:

1. Responsible for the Business development activities of the organization.
2. Initiate marketing strategies and coordinate actions with team members to influence the market
3. Generating business for the company by visits and various other marketing activities.
4. Relationship management, building relationships at the executive decision-making level and service offering management level.

1st February 2011 to 13th August 2011

- Worked as CCE in **Anjabee InfoTech** (Reliance Customer Care) Guwahati.

Job Description:

1. Advising client about services of company.
2. Desk job, no field work.
3. Provide customers with product and service information.
4. Up sell products and services.

Extra-Curricular

- Attended International Conference on Ethics & Values in YMCA New Delhi in 2014.
- Participation in an Interactive seminar, MIT School of Govt. Pune India on 11th Nov. 2014.
- Participate in ICICI Stock Mind Competition organized by ICICI Direct.

Personal Details

- Father Name : Shri Bijoy Bhushan Das
- Permanent Add. : H.No. 58, Kushal Nagar, Bamunimaidan, Guwahati, Assam
- Date of birth : 14th August 1989
- Language : English, Hindi, Bangali & Assamese.

Date:

Place: Guwahati

Signature: Biraj Das