**CURRICULUM VITAE**

**PERSONAL DETAILS - SUBHAJIT PATRA**

Address : Behala Chowrasta, Behala, Kolkata-700034

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Nationality: Indian

**CAREER OBJECTIVE**

I consider myself a responsible, creative, with initiative and punctuality, I accept with pleasure the challenges and goals that your organisation could assign me, with good handle of the interpersonal relationships, ability to work in teams, ability to work under high pressure, so as to solve problems efficiently and achieve the goals set by the company and my work group.

**EDUCATION HISTORY**

Post-Graduation Master in Business Administration

National Institute of Business Management

Distance Mode- Appearing

Graduation(10+2+3) M.B.U

 BA in English

 Graduation

 Percentage- 64%

Higher Secondary (10+2) Tamluk Hamilton High School, West Bengal

12th Higher Secondary Certificate

Percentage- 75%

Secondary (10th) Dakshin Moyna High School, West Bengal

10thSchool Certificate

 Percentage- 68%

**WORK EXPERIENCE**

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| APRIL 2020 – PRESENT JULY 20 15-MARCH 2020MARCH2012-JUN2015 | **Continental Carriers Pvt Ltd** **Business Development Manager** **Kolkata & Rest of West Bengal** **Cargo Partner Logistics India Pvt Ltd.****Business Development Manager** **Kolkata & Rest of West Bengal**Responsibilities and achievements:a. Prepare Sales Action Plan with respect to the target achievedb.      Recommend strategic planning keeping in mind Quality & Compliancec.       Forecast quarterly sales figures in co ordinance with a strong action plan  d. Responsible for New Business Development for the entire region by signing contracts with minimum commitment amount  e. Responsible for Customer Account Management to ensure the minimum commitment amount or last month billed amount is maintainedf. Increase Customer Account Revenue through up-sell & cross-sellg. Responsible for all product Selling – Air, Surface Express, Full Truck Load & Solution Sellingh. Maintain Customer data base and ensure existing customer maintenanceI. Responsible for Customer Account Analysis month on month and making reports around it.J.  Contract renewal with upward rate revisionK.  Periodic Customer MeetL. Bill Submission & Collection   **20Cube Logistics Pvt Ltd.**http://www.20cube.com/***Manager Sales******Ahmedabad & Kolkata***Responsibilities and achievements:1. Responsible for securing new customers, and maintaining and developing existing accounts.
2. Meet and exceed target set in terms of contributing and generating revenue  for the company.
3. Conduct and report minimum number of sales leads set by the management  and transform a minimum of those into  revenue generating  business.
4. Maintain records of customer details /sales visits.
5. Identify potential customers and register opportunities.
6. Regularly visit existing accounts validating our service levels and develop new revenue streams.
7. Follow up on customer communications in a timely and professional  manner.
8. Support Customer Service and work closely with Operations and Documentation  on the execution of customer service contracts.
9. Promote the services and products of all entities, and coordinate sales  efforts with other department sales.
10. Assimilate market information and take part in the overall business  development through weekly / monthly sales meetings.
11. Follow up with clients for outstanding supported by the Finance Controller.
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| June2010-Feb2012 | **Darcl Logistics Ltd.**<http://www.darcl.com/>Officer SalesHaldia & KolkataResponsibilities : • Assist with responses to Requests for Proposals (RFP’s), preparing presentations and monitoring sales leads and responses.• Develop and implement sales plans and sales campaigns to take advantage of market opportunities.• Prepare annual budgets and monthly management reports.• Build strategic relationships with key contacts within customer organisations to understand opportunities for creating value.• Capitalise on value creation opportunities by working closely with the sales and operations management team to develop creative workable solutions to customer needs. • Facilitate cross-selling opportunities to increase revenue and leverage relationships in order to better penetrate the market.• Facilitate regular meetings with clients and relevant operations staff to evaluate performance and receive updates from clients on challenges and future plans.• Provide marketing support and knowledge within the company for all products and services. |

**Areas Of Expertise :**

* **Logistics / distribution**
* **Freight Forwarding**
* **Operational issues**
* **Team leadership**
* **Personnel issues**
* **Customer / supplier relations**
* **Procurement / cost savings**
* **Administration**
* **Import / Export documentation**
* **Advanced computer literacy**

**OTHER SKILLS AND CERTIFICATES**

**Computer Skills:**

* Microsoft applications (Word, Excel, Office, PowerPoint, Outlook, Access) – Advanced
* Microsoft Office Document Imaging and Scanning - Advanced
* Acrobat Reader 6.0 – Intermediate

**Language Skills:**

* English – Advanced(Speaking, Reading and Writing)
* Hindi - Advanced (Speaking, reading and writing skills)
* Gujarati- Beginner( Speaking)
* Bengali- Advanced(Mother Tongue)

**Other:**

* Six Months Computer Application Course with A+ Grade

**PERSONAL COMPETENCIES**

* Ability to work in a fast-paced environment to set deadlines
* Excellent oral and written correspondence with an exceptional attention to detail
* Highly organised with a creative flair for project work
* Enthusiastic self-starter who contributes well to the team

**INTERESTS AND ACTIVITIES**

* Playing Cricket, Listening Music, and Surfing Internet

Date :: 16th May,2020 SUBHAJIT PATRA