# SAJAL SAMADDAR

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**Key Skills:** Go Getter, Quick grasping capability with learning attitude, Strong analytical and interpersonal skills.

**Professional Experience:**

**Company: Crystal Ceramics Industries Pvt Ltd**

**Designation: Assistant Manager Commercial**

**Duration**: **1st May 2017 to till date**

**Responsibilities**:

1. Monitoring collection day to day and managing debts owed to dealer.
2. Speed up old collection by resolving various operations for dealer debt repayment. (long pending CN/disputed ORC/unanswered complain)
3. Evaluate credit situation of dealer (both new & existing) and setting up credit control system that allows for periodic repayment of debt.
4. Contact dealer through calls, emails or letter, and personal visit to notify them of outstanding invoice
5. Conduct monthly reconciliation of dealer ledger account.
6. Ensure prompt reply to dealer and internal feedback.
7. Propose irrecoverable debts to be written off and employ strategies to recover receivables in case of dealer bankruptcy.
8. Commence legal action against dealer in event of halted payment.

**Company: Adjavis Venture Limited**

**Designation: Officer Admin (Sales & Distribution)**

**Duration**: **5th May 2013 to 31ST Dec 2016**

**Responsibilities**:

1. Play central role in steering various secondary Modern Trade (MT) claims of all India and resolve commercial disputes whenever required.
2. Manage, organize, clean up and improve Modern Trade secondary sales reports significantly to the sales organization.
3. Refresh recurring reports with accuracy, timeliness, and enhancements in mind. Such as Stock Movement Report (SMR), PJP (for Gap town & day to day deviation)
4. Generate and verify various field force incentive/commission using BI tools.
5. Develop plans to build-up weighted modern trade distribution in Gujarat region in coordination with Distributor’s local management, and follow-up to achieve timely & effective implementation.
6. Develop in-store visibility plans (for Gujarat Modern Trade) in coordination with local Distributor’s management; and follow-up to achieve timely & effective implementation.
7. Coordinating with the team of Area Sales Managers to address urgent issues of dealers/super stockiest/Modern Trade as and when required.
8. Coach, train and supervise field sales force for online reporting system.

**Company: Tailored Solution**

**Designation: Business Development Manager**

**Duration**: **21th Oct, 2010 to 30th Apr 2013**

**Responsibilities**:

1. Communicate to clients for ongoing development of e-commerce component.
2. Dedicatedly helping team of developers to understand client requirement and vice versa informing client regarding various techno-conflicts and finding work around for the same.
3. Moderating Forum for the component and respond various tech/non-tech queries to members both subscribed & non-subscribe.
4. Generating hot leads from Forum and from ATL activity with esteemed Clients. Involved in all Business process to generate company’s Strength in terms to business.

**Company: Archies Limited**

**Designation: Shop Manager**

**Duration:** **4th June 07 to 31st Oct 2010**

**Responsibilities:**

* Coordinating with the team of Shop In-charges to achieve sales target, generate revenue & increase profitability, sure expansion of retail in the districts of the Gujarat region viz. Ahmedabad, Surat, Rajkot and Baroda.
* Responsible as project coordinator and business of all V2K (Company Shop) for Gujarat & manage shops as a profit center.
* Maximize new store sales results by ensuring that all new stores are opened with fully trained management staffs.
* Creating new ideas / events and new concepts based on the understanding of the store and preparing sales analysis to generate optimum revenue after extracting sales-data from POS and customer feedback.
* Ensuring the stock position, proper execution of corporate programs, with emphasis on customer and associate care standards.
* Handling staff recruitment, forwarding staff performance review to HO for appraisals.

**Company: Motif India Infotech Pvt. Ltd.**

**Designation: Sr.CCR (Operation)**

**Duration: 9th July, 04 to 11th Apr 06**

**Responsibilities:**

* Solving problems of customers through Email Processing, Live chat.
* Achieving daily target as well as quality per the norm set by the client.
* Providing floor support, sessions, and training to the new agents.
* Verifying and processing the stock transfer/shareholder relationship request.
* Handling nesting agents as mentor to ensure their productivity and quality per the norm set by the client.
* Interpretation of request received from client via regular mails, e-mails, phone calls.
* Represented the teams’ queries before the client during client visits and helped to change out certain policies related to the process.

**Company: Lubi Submersible Ltd.**

**Designation: Sales Executive.**

**Duration**: **15th Apr 03 to 17th May 04**

**Responsibilities:**

* Handling the territory of North Punjab, Himachal Pradesh, Gujarat.

Monitoring the sale & collection of the entire region. Fixing targets of dealer & distributor.

* Appointing dealer and conducting promotional campaign for brand promotion.
* Budgeting & forecasting.
* Reporting to director Marketing & MIS for new development.

**Company: Usha International Ltd.**

**Designation: Sales Promotion Exe.**

**Duration**: **1st Feb 02 to 31st March 03**

**Responsibilities:**

* Direct retailing, marketing and selling of all Usha products (viz. fans, sewing machine etc.)
* Conducting BTL activity/survey in the prospective area.
* Reporting to Area Sales Manager.

**PERSONAL DETAILS:** Date of Birth: January 01, 1976; Sex: Male: Marital Status: Married; Nationality: Indian; Languages Known: Bengali, English, Hindi, and Gujarati

**ACEDEMIC QUALIFICATION:** B. Com (P) with 59% Year of passing 1998

**PROFESSIONAL QUALIFICATION:** PGDBA (Marketing) Symbiosis Pune

**COMPUTER PROFICIENCY:** Good knowledge of MS Office and Internet.

Sincerely,

**(SAJAL SAMADDAR)**