**SHRABAN MUKHERJEE**

**Address**—404G/2A N.S.C Bose Road Kolkata-700047

                 **Contact no**-   08013430875,

 8013200522

                 Email-shraban.bappan12@gmail.com

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Professional Profile**

* Around **3YEARS (from 17thaug2009-14thdec2012)** of experience, in **COMPU PLANET** as an executive **and Team lead**,
* Experienced in Team Management, and Develop Skill of Team sells Strategy.
* **Worked 4years(from 19thJune2013-23rdNov2017)in Webel as an Area Sales Manager,(Business Service Department)**
* **Worked 2 Years (From 4th Dec2017-13thJan2020) in OYO ROOMS as a Demand Manager.**
* **Now (From 5th Feb2020-Till continue) Work in Reliance JIO as an Assistant Manager.**
* Typically involved in strategic design/development branding of the projects.
* Responsible for the support of solution construction, implementation and systems integration, delivering high quality solutions to student in response to varying teaching requirements
* Strong database skills, Object Oriented Programming and development knowledge.
* Give the best solution of the Organization needs.

  **Job Responsibility:-**

 Plan and coordinate administrative procedures and systems and devise ways to streamline processes

 Recruit and train personnel and allocate responsibilities and office space

 Assess staff performance and provide coaching and guidance to ensure maximum efficiency

 Ensure the smooth and adequate flow of information within the company to facilitate other business operations

 Manage schedules and deadlines

 Branding of new projects.

 Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints

 Monitor costs and expenses to assist in budget preparation

 Oversee facilities services, maintenance activities and tradespersons

 Organize and supervise other office activities

 Ensure operations adhere to policies and regulations

 Keep abreast with all organizational changes and business developments

 Involving in Purchase and Procurement. (Decision maker for the branch any requirements)

 dealing with the vendors, Retailers, and Distributors.

 Entire handle the Logistic department, as well as any shipping Issues.

* **Team management: -** Around **5 years experience** to handle team and Team Members.

 Maintain 17 number of team member.

* **Monthly review:-** divide month in 4 segment,
* **Travelling and Meeting People: -** For company purpose meeting people is too much needed, and from meeting maximum number.
* **Branding:**- If any new product launch, then our team is totally responsible for branding this new product.
* **Maintain the company graph: -** Always maintain the company graph to upwards.
* **Reporting:-**To take report from weekly basis of My team verify & recheck that, and send to my manager.

**Educational Background**

Masters (2010-2013)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination passed** | **Name of University** | **Year of passing** | **DGPA** |
| MCA | West Bengal University of technology(WBUT) | August 2013 | 7.89 |

Graduation (2006-2009)

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination passed** | **Name of University** | **Year of passing** | **DGPA** |
| BCA | West Bengal University of technology(WBUT) | Jan 2009 | 7.96 |

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination passed** | **Board** | **School** | **Passing Year** |
| Higher Secondary | W.B.C.H.S.E. | Ballygunge govt High School | 2006 |
| Madhyamik | W.B.B.S.E | Do | 2004 |

**Training**

Training from **NIVT**

Training Centre (Saltlake)

**Educational Project name:**

* Make a web page about Child labour
* The project consists of five members including me.
* The major components of the project are usingmarketing strategy
* In this web page we can update, or give a comment, and the user can also give us feedback, and give their suggestion.

**Work Location:** Kolkata and rest of Bengal.

**Computer Knowledge:-**

1.MS-Office

2.Graphics Design

3.Database Management System(DBMS)

4.Computer hardware and software knowledges.

**Personal information:**

**Address:** 404 G/2A N.S.C bose road Kolkata—700047

**Contact no:** (033)6513-7420

**Date Of birth:** 16th august 1988

**Nationality:** Indian

**Marital status:** Single

**Hobbies & Interest:** Listening To Music,and Drawing.

**Declaration:**

I do hereby declare that all the information provided here is true as per my source & knowledge**.**

 SHRABAN MUKHERJEE