

CURRICULUM VITAE



MANISH DASGUPTA
dasgupta.manish@yahoo.com

4th Floor
Labanya Prabha Apartment
45, School Road, Kudghat, Kolkata – 700093

Mobile Number: - 9830315415/8961746918

Career Objective:

To take up a challenging and rewarding role which provides a stimulating environment and ample opportunity to learn, to grow and develop both professionally and personally.

- **Current Status: - Completed 30 days' notice period with Skipper Limited on 16th April. Holding offer from a mid-level company (Proposed Date of Joining – 1st May). Looking out for any opportunities from reputed companies/brands. (Expected growth 15 – 20% - Negotiable). Immediately Available.**

Previous Work Experience:

- **Having 5 years & 7 months experience, working with Skipper Limited as Executive Assistant to the Director (October 2015 to April 2021). – (CTC - 6 Lacs / Net Take Home - 43.4 Thousand)**



Skipper Limited manufactures power transmission and telecom towers, tubular and hi-mast poles, railway electrification & solar structures, electric resistant welded tubes. The polymer division manufactures polymer-based PVC, CPVC, HDPE pipes along with its relevant fittings range. The company has also entered the PVC based Bathroom fittings segment recently. Estd – 1981, the company is headquartered with 4 offices & 3 works facility in Kolkata (WB), a factory at Guwahati & several offices throughout the country. (www.skipperlimited.com)

- Maintaining operation trackers of all the PVC plants, being a part of all the review meetings & taking notes thereof. We had replaced “traditional minutes recording” with “Excel trackers” for improved efficiency.
- Maintaining trackers of all the Sales Heads of all 4 zones being a part of all the review meetings & taking notes thereof.
- Following up on day-to-day activities and progress of the aforementioned, issuing actionable & directives as and when required.
- Preparation & maintenance of daily, weekly, monthly reports as required along with having a close co-ordination & supervision with the MIS team.
- Act as catalyst in various departments, processes, procedures or authority if there is a delay and ensure that the work is done in the way the director wants and in due time.

- Hearing the Grievances from the Dealers/Distributors and softly handling them. Escalating their matters to the Director and ensure the promised deliverables to the aggrieved.
 - Procurement of RESIN (Premium Raw Material) for all 2 plants on a 3 day's inventory module for running grades. Negotiating & finalizing prices with domestic suppliers & Import offers.
 - Drafting letters, speeches as required, responding/issuing internal & external communications.
 - Organising the calendar, scheduling meetings, making the travel bookings/itinerary with hotel reservations.
 - Keeping track of Credit card payments, Club memberships & various subscriptions.
 - Spearheading the CSR Program run by the company with NSDC's – IPSC to train plumbers across the country.
 - New product Development – Research, Data collection, Analysis, Feedback Generation and Reporting. Have successfully driven more than 15 products till now into the basket.
 - Any task/project assigned (temporary/permanent) by the Director, with the flexibility to adhere to any situation and move things forward concerning the relevant departments. (Plug & Play)
- **Having 1 year & 4 months experience, working with ZKL Bearings (India) Private Limited as Executive Assistant to the CMD (July, 2014 – October, 2015) – (Net Take Home - 15 Thousand)**



ZKL BEARINGS (INDIA) PVT. LTD. *The brand ZKL was founded in the year 1921 in the then Czechoslovakia in Central Europe, and is more than 100 years old. Today, ZKL Brand is owned by ZKL a.s, Brno, the Czech Republic. ZKL Brand of bearings and Bearing Accessories enjoyed the largest market share in the Central Europe. ZKL Bearing (India) Pvt. Ltd headquartered at Kolkata, owned the exclusive rights of Sales & Distribution in the Republic of India. (www.zklindia.com)*

- Preparation of Master Reports, Ageing Reports, Payment follow-up reports as per the requisitions of the CMD.
 - To monitor and understand closely the working pattern of the operations to ensure & implement cost cutting and controlling measures where-ever required.
 - To handle the Sale, Rent or Maintenance of Assets (Real-estate properties, Vehicles or Machinery) owned by the CMD/Company and ensure proper paper work.
 - To ensure Tie-ups with the luxury chain of hotels as well as other budget hotels across the country to attract corporate rates for the company's Top/Mid/Junior level Management.
 - To be the Authorized Signatory on behalf of the company and handle miscellaneous deals with organizations (Government/Private) as and when directed by the CMD.
 - Run confidential research about organizations, persons or places and update key points to the CMD for his further undertakings & decision makings.
 - To follow-up with the Regional Headquarters & Sales Managers and take updates for the outstanding payments to compile for the CMD.
 - Liaison with the group companies to be the point of contact and approval for internal operations.
 - Any miscellaneous tasks as & when assigned.
- **Having 1 year & 8 months experience, working with Sanei Motors Private Limited as an E.D.P. Executive. (November, 2012 – June, 2014) - (Net Take Home - 10 Thousand)**



Sanei Motors is an authorized dealer of Maruti Suzuki having its branches in Lake Town & Topsia - Kolkata, Hoogly & Tarakeswar along with its state of the art workshops. (www.saneimotors.com)

- Preparation of Master Reports, Sales Reports, Target Reports, Productivity

Analysis Report & Stock Maintenance.

- Performed quality analysis role for Operations by checking processes, reports accuracy and data maintenance as per compliance.
- Developed & streamlined different processes & workflows giving accurate & error free outputs.
- Analyzing & Forecasting data for operations to help design strategy heading.
- Formulating effective business planning and monitoring
- Requirements management and communication.
- To conduct cost/benefit analysis.
- Also handled reports like People Mapping, Attrition, Incentives and Extra Time report for H.R, scheduling training batches for new joiners & maintain their track reports for Training Team.

Internship Training

➤ **1 year & 3 months experience, with Agarwal Sagarmal and Co. Chartered Accountants as Articled Assistant. (October, 2007 – December, 2008)**

- Ensuring that Financial Statements are in adherence to Accounting Standards
- Preparing Statement of Computation of Taxable Income of Individuals, Firms and Companies
- Compilation of minutes of Board of Directors and Statutory Register
- Maintenance of Book of Accounts

Educational Qualification:

Examination	Discipline/ Specialization	School/ College	Board/University	Year of passing
B.COM	Commerce	PRAFULLA CHANDRA COLLEGE	C.U.	2010
C.A. (C.P.T.)	Commerce	I.C.A.I.	I.C.A.I.	2007
C.H.S.E.	Commerce	Fakir Mohan (J.r.) College	C.H.S.E.	2007
I.C.S.E.	Commerce	St. Vincent's Convent School.	I.C.S.E.	2005

Computer Skills:

- Certificate in Computer Training on "Understanding Information Technology in Corporate Environment" from SIFI as per - The Institute of Company Secretaries of India.
- Certificate course from Brilliant Computer Education in Tally ERP-9

Tally-ERP : Voucher Entry (Receipt & Payment), Sales & Purchase Orders, Challan & Delivery Note.
M.S Excel : Pivot, V-lookup, H-Lookup, Data Validation, Goal Seek, Formatting & Formulating.
M.S Access : Tables, Queries, Forms, Reports.
Website : Handled E-sales operations for websites like E-Bay, Snapdeal, Flipkart, Tolexo etc.
CRM : PACS, Min-SAT, R-Care, DMS.
Operating Systems : Windows 10, 8, 7, XP, VISTA, BLACK.

Internet : Advance searching, Chatting, E-Mail, Social Networking, Remote Computing etc.
Applications : M.S. Word, M.S. Power point, M.S. Excel, M.S. Access, Outlook, CRM & ERP

Achievements:

- Member - EA Digital Master Class 3.0 “Strategies to be an Agile and Revolutionary Assistant”
- Nominated for 2017 & 2018 EA Leadership Summit & Awards (<http://easummit.in/>)
- Received awards from Skipper “Beyond the Bar”, “Shining star” & “Skipper Jewell”
- 2nd Best Participants Trophy in the SIP Training conducted by ICSI.
- 3rd Position in Mono-Action in College Annual Function
- Received Best Actor award from CM of Orissa for Annual Drama Competition for F.M. (J.r.) College.
- Got Champion’s Trophy in the Inter-College Athletic Meet for Short put & Javelin throw.

DESCRIPTION:

I am a person with strong interpersonal skills and have the ability to get along with people. I enjoy challenges and looking for creative solutions to problems. I want to see myself as a part of your esteemed organization whereby with all my skills and enhanced learning I shall be able to make valuable and meaningful contributions to your organization.

Personal Profile:

Name : Manish Dasgupta.
Father’s name : Sri. Debasis Dasgupta.
Marital status : Married.
Hobbies : Cooking, Reading, Music, Movies.
Languages Known : English, Hindi, Bengali & Oriya.
Permanent Address : 4th floor, Labanya Prabha Appartment,
45, School Road, Kudghat, Kolkata – 700093
Phone Number : 9830315415 / 8961746918
Date of Birth : 29/09/1989.

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Date:

Place: Kolkata.

(MANISH DASGUPTA)