

MANISH SENGUPTA

Date: 13.08.2020

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Seeking suitable level position in a progress-driven organisation.

PROFESSIONAL PROFILE

- A competent professional with almost **30** years of experience in the areas of Marketing, Purchase & Administration.
- Possess proactive attitude, capability to think in & out of the box. Excellent interpersonal, communication and organizational skills with proven abilities in team management and customer relationship management, Logistic management.

EMPLOYMENT RECORD

(1989 – 2004)

Profile: Served at an accredited Indenting Agency firm at Kolkata as a **Marketing executive**. Since 1989 looking after field Activities of the firm spread over various sector of eastern India.

Job responsibilities:

- a) Procuring prospective enquires against tender and negotiations basis from govt. and private sectors.
- b) Preparing attending and following up till the business concludes successfully for buyers locally and out stationed.
- c) Looking after arrangement for payment follow up after the award till the delivery is completed and payment realized in Full.
- d) Preparing offer and submitting to client and attending tender.
- e) Collecting Time to Time Information from buyer for negotiations until the order Executed
- f) Attending negotiation meeting, discussing commercial & price negotiation. Collecting order from Buyer.
- g) Discussing supplier for execute order in time.
- h) Looking after arrangement for payment follow up after the award till the delivery is completed and payment realized in full.

2005- 2016 -Electrical Control Panel Manufacturer

Profile: Worked as a Manager (Purchase /Marketing /Administration & Logistics)
Presently working at M/s. East India Automation & Control Pvt. Ltd.
At Siemens Systems House, Kolkata

Job Responsibilities:

- a) Purchase Switchgears & miscellaneous panel assembling item from various supplier & dealer from locally & out stationed with a strong negotiation basis.
- b) After purchasing material maintains stock in registered & computer.

- c) Following up with factory for manufacturing & processing period so we can deliver the material in time to buyer.
- d) Payment follow-up with the client until the realized in full payment.
- e) After received payment from client issuing payment to the supplier by cheque or cash.
- f) Maintaining miscellaneous accounting job in office.
- g) Visiting regular basis our client from locally & outstation.
- h) Making good relationship with client for our future development.
- i) Looking whole logistics system for company like delivered the material to the client in various sector i.e. Orissa, Assam, Jharkhand, Bihar, West Bengal etc.
- j) Keeping touch with the Transporter for various sides for transporting..

2019 – 2020 Work with M/s. Kratos- Guwahati

Job Profile : Over all incharge of entire north east state. Specially Guwahati. Bongaigaon, Tripura, Manipur

Present working place : IOCL-Guwahati, Bongaigaon, Betkuchi, Digboi, Jorhat, Sibsagar, Nazira
 Numaligarg Refinery- Golaghat,
 NTPC - Kokrajhar
 OIL India Limited – Duliajan
 ONGC
 BCPL- Dibrugarh / Duliajan
 Britannia Biscuits / Sunrise Biscuits – Guwahati
 Emami Group of Company
 3 Unit in Guwahati
 Sun pharma / Ajanta Pharma / Netra Pharma – Guwahati
 Guwahati Skipper Pipe – Guwahati
 ITC Limited – Guwahati
 Century Ply
 ALL Cement plant In Meghalaya- Star Cement, Amrit cement, GoldStone Cement, Dalmia Cement, Hill Cement, Purbanchal Cement, Shyam century Ferro Alloys, Mithan Ferro Alloys etc

And Many more client which I have a good relation with them
 Basically Assam and Kolkata.

Apart from above I can work all office routine work like typing, filling, computer work etc.

PERSONAL DETAILS

Academic Qualification : B.COM (Calcutta University)

Additional Knowledge : Computer Basic, word,Excel, web surfing, email etc.

Address : 12, Ramlal Bazaar Road, Flat – 3C,
3rd floor, P.O Haltu, Kolkata – 70078

Languages Known Reading : English, Hindi & Bengali

Languages Known Writing : English & Bengali

Marital Status : Married

Hobbies : : To build up good healthy and professional relationship with Clients.

Salary : As Mutually agreed upon.

Yours sincerely,



Manish Sengupta
MOB / WhatsApp :
9073461263

