Curriculum Vitae

SANTU MONDAL

Date of Birth   : 2nd day of March 1985 (02-03-1985)
Languages   : Bengali, Hindi and English
Voice: - 9062508131/9831759708
E-mail:- santu85corporate@gmail.com

Academic qualification »

1. Graduate with **B.Com (IT)**from Calcutta University in the year'2007'.
2. Executive Master on **Sales & Distribution** from ISTM University (Tripura) in the year' 2019'.

Technical Qualification »

~ **Completed certificate course of MS-Word,Excel.Power Point & Internet from Brain ware.**
~ **Completed Tally from Brain ware.**
~ **Completed certificate course of Typing from BBC.**
~ **Completed certificate course of Accounts and Taxation from AAT.**

Skills:
Ability to manage multiple deadline tasks simultaneously and work in ambiguous, fast moving office.
Build personalized and dynamic knowledge of DMS & SFA Marketing..

Professional Experience with 10 years »

Present Organization-FMCG

1) ANMOL INDUSTRIES LTD-(HO Kolkata)

Designation   : **Executive Sales Automation**
Duration   : Presently working from April 2018

Job Roles & Responsibilities »

~ Operate as Sales Automation process with ERP sales tools & Cloud servers, Bizom, Wings, SAP,and Field Assist (FA) for PAN India level.
~ Provide leadership focus for DMS and SFA processes, governance, compliance, mastering, quality, and data stewardship.
~ Provide support for data integration designs that impact the sales force platforms in East & South regions.
~ Create training resources to distributors and deliver training to operator also technical queries resolve. Analyses business requirements, procedures and problems to provide solutions using Remote Desktop Software.
~ Field force beat modification, creation, customer transfer and to another Super Stickiest.
~ Provide DMS administration and operational support including user hierarchies, roles, data management, and report creation in coordination with Commercial and Sales Leadership.
~ SLA manages and co-ordinate with vendors.
~ Responsible for manage the back end Automation team & Coordinate with sales, MIS & finance team.
Software provided by Wings, Field Assist & Bizom.

2) BRITANNIA INDUSTRIES LTD-(Branch Office-Kolkata)

      Designation   : **Application Support Executive (EDP Dept.)**
      Duration   : Aug 2012 to April 2018

Job Roles & Responsibilities »

~ Application ERP Software Implementation & Support provided in East regionWith above 2000 of customers.

~ Udaan Lite & RPD customer support with sales tools.

~ Online sales application training & support as per SLA.

~ Monthly Scheme, SKU, Price update & mapping as per requirement.

~ Coordination with Sales team & Vendors.

Software provided by UBQ Technologies.

Working Knowledge:

AGARWAL AGENCY (2007 to 2012)

Job Roles & Responsibilities » Office Executive

~ Working as an Office Assistant cum administration and key accounts manager.

~ Main job responsibility to manage the work force of the firm.

~Escalation handling and preparing all management data such as Labor, agents, customer's details and different reports.

DOLPHIN EXPORT PVT LTD (2006 to 2007)

Job Roles & Responsibilities » Data Entry Operator cum Office Assistant

~ Data entry for Accounts in MS-Office, Tally & Ace, ERP application and office management.

~Order processing, Payment matching, Return products receiving, refund issuing against return products

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Declaration:

I hereby declare that all the information mentioned above is true the best of my knowledge.

Date: 02-03-2022

Santu Mondal

Place: Kolkata

                                                 Signature