



Sounav Kumar Majumdar

Business Development Officer

SUMMARY

To work with a firm, in a professional work driven environment where I can learn, understand and utilize the skills developed which would enable me to grow along as to achieve organisational goals.

CONTACT

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Kolkata- 700064, West Bengal,
India

ACADEMICS

- JIS College of Engineering (MAKAUT),
B.Tech (Civil Engineering), 2013 - 2017
- Elias Meyer Free School & Talmud Torah,
ISC (Intermediate or 12th), 2013
- National English School,
ICSE (High School or 10th), 2010

DATE of BIRTH

February 10, 1994

COMPUTER COMMAND

- MS Office (Word, Excel, Advance Excel, PowerPoint)
- AutoCAD
- STAAD.Pro
- Photoshop
- Digital Native

CERTIFICATION

Certificate: **Computer Aided Designing**

Jun 2016

Authority: Youth Computer Training Centre,
Under Government of West Bengal, India

SKILL SETS

- ❖ Networking
- ❖ Marketing
- ❖ Sales
- ❖ Relationship Management (Client & Vendor)
- ❖ Providing Resourceful Presentations & Proposals
- ❖ Effective planning
- ❖ Onsite Co-ordination
- ❖ Commercial Discussions
- ❖ Flexibility with time schedule
- ❖ Daily work analysis
- ❖ Enthusiastic to learn New Technologies

LANGUAGES SERVICE

	Read	Write	Speak
❖ English :	●	●	●
❖ Hindi :	●	●	●
❖ Bengali :	●	●	●

PROFESSIONAL CAREER

NETpro System Inc

Kolkata, India (Off-Shore)
Dec 2017 – Apr 2019

Role: Business Development Executive

Responsibilities:

- ❖ Identify to qualify and secure business opportunities
- ❖ Building up and maintaining business relationships with existing potential clients
- ❖ Prolonging the partnership ecosystem and consulting to understand business requirements on Technologies (C, C#, SQL, Power BI, SAP, etc)
- ❖ Marketing of the brand and its resource by comparing and analysing to increase productivity (Email Marketing, LinkedIn, SEO Marketing, etc)
- ❖ Interactions within B2B environment
- ❖ Creating informative presentations on Powerpoint
- ❖ Coordinating business generation activities and responding to client Request for Proposals (RFPs)
- ❖ Maintaining and restoring relationship to execute short and long-term business opportunities
- ❖ Collaborating with management and internal teams on sales goals, planning and forecasting

(Environment: MS Office, MS Outlook, MS Teams, Skype, Cisco Webex, Google Hangouts, Google Sheets, MS OneDrive, Adobe Photoshop)

BitChem Asphalt

Noida, India (On-Shore)
Jun 2019 – Feb 2020

Role: Business Development & Technical Service Officer

Responsibilities:

- ❖ To prepare and submit the technical documents including Research Papers, Informative Presentations, etc
- ❖ Prepare and submit potential business opportunities for the Organization
- ❖ Tracking and monitoring of all the on-going site activities of the company across PAN India
- ❖ Co-ordinating with the Field Technicians, Application Engineers and Technical Services team on the daily work progress
- ❖ Generating the MIS reports
- ❖ Maintaining the Daily Team Activity
- ❖ Marketing of the Organisation over digital platforms and company visits
- ❖ Connect and introduce the company with key stakeholders of leading Road Construction Companies, Consultants, Contractors & Government
- ❖ Interactions within B2B environment
- ❖ Creating and building a relationship with active leads to assist the sales team to generate revenue for the organization
- ❖ Attending and introducing the organization in the key events, conferences and seminars related to the Technology

(Environment: MS Office, MS Outlook, Google Hangouts, Google Sheets, MS OneDrive, MS Teams, ERP)

GP Global

Bhubaneswar, India (On-Shore)
Feb 2020 – Sept 2020

Role: Business Development Officer

Responsibilities:

- ❖ Connecting, developing and securing business opportunities with the existing and new client base on their requirement by cold-calling, e-mail distribution and in-person meets to increase the sales out-reach in the assigned market
- ❖ Providing reports and presentations within the organization and coordinating with the internal teams to develop effective activities related to Stock-Movements, Business Financials, Business Operations, Documentations and Certifications
- ❖ Performing Business Development initiatives necessary at the state level to promote products and brands in the market
- ❖ Reaching out to various technical bodies for Certification of products to both Government and Private Institutes
- ❖ Organising and participating in Seminars, Workshops and Conferences involving all stakeholders to boost business activities
- ❖ Attending and participating in the meetings and conferences within the Organization
- ❖ Developing to implement and monitor various rewards and recognition scheme for Channelling
- ❖ Visiting operational sites of customers to address, discuss and resolve on technical aspects related to the technology
- ❖ Assisting the Sales Channel and Channel-men to ensure that the set target is met
- ❖ Consulting with the Branch Managers of the MSME Depots to improve Sales Outreach
- ❖ Identifying suitable sites, locations, warehouses for storage of Bitumen products for better market possession
- ❖ Developing stock movement plans for different warehouses in line with market demand, transit time, keeping inventory at the lowest level
- ❖ Controlling Operation and Logistic cost to a minimum level in the assigned area as per necessary
- ❖ Consulting, discussing and negotiating with both internal and external associates to establish the effective movement in Logistics and Supply Chain
- ❖ Identifying new Market Segments having good potential and devising strategies to penetrate these segments

(Environment: MS Office, MS Outlook, MS Teams, Google Hangouts, MS OneDrive, Cisco Webex, Google Sheets, ERP)

Nationality: INDIAN

Caste: GENERAL

Religion: HINDU

Declaration: I hereby declare that above mention information is correct to the best of my knowledge and belief.

DATE:

SIGNATURE: