

# RESUME

**A M I T A B H   R A N J A N**

Gender : Male

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US Resident Status : Permanent Legal Resident since January 2017

## Professional Experience

1. Currently working as an “Admin Associate” from the past 1 year in “GC Ingredients” based in Atlanta which deals in custom food blend. My work profile includes:
  - Doing paperwork for all the productions in plant and entering the product code & each ingredient quantity used in quick book as per the production.
  - Making sales order in quick book for every outgoing shipment.
  - Working with warehouse people to make sure that right product with correct lot code & quantity goes out as per sales order.
  - Receiving the inbound shipment/raw material in quick book in accordance of the warehouse inbound shipment document.
  - Preparing certificate of analysis for every production with the data provided by the QA team & sending it to customer with every outgoing shipment.
  - Calculating weekly working hours for all the hourly based employees and sending it to temp-service for their weekly salary.
  - Supervising hour-based employees for their clock-in/clock-out time for any discrepancy.

- Maintaining all the required documents (like kosher certificate, liability insurance, FDA certificate, audit report etc) for each raw material through communication with all the vendors.
2. Worked as an analyst for 31 months (July 2009 to Feb 2012) in “Reference data client process” with “Eclerx Services Ltd”, Pune, India, under capital market vertical for investment banking client “**Credit-Suisse**”.

## **JOB DESCRIPTION:**

- Processing client request for London, NY, APAC, and EMEA region and creating trading accounts for NTAP Ldn, NTPA NY, Omgeo Alert, Global Oasys system as per International Equities and Fixed Income relationship and maintaining client database in accordance of CMS (Customer Master Service).
- Maintaining **SLA** deadline on a daily basis as the process was “LIVE”.
- Interacting with “Credit-Suisse” middle office (NY, London, Singapore) on a daily basis to open its counterparties trading accounts using various Credit-Suisse’s internal application.
- Handling data related queries pertaining to account set-up.
- Preparing documents for supporting the process.
- Conducting the process knowledge training plan for the team.
- Preparing global check-list report at the end of the day.
- Handling daily outstanding & CMS v/s OPPS break report.

## **Other Jobs**

1. Managed day-to-day operation of gas station (owned by my father) in my hometown in India for 5 years.
2. 10 months (March 2017 to Dec 2017) of working experience in a liquor store (New South Package Store, Riverdale, GA) as an “inventory manager” including handling the day-to-day operation, paperwork of all the cash transactions and check-cashing which was also the subsidiary part of the liquor store’s business, engaging with various vendors dealings in liquor supplies in order to maintain an up-to-date stock, dealing with salesperson in order to assign the sales price as per cost.

3. Worked as a cashier/manager in a gas station (Washington Investment properties, Roosevelt highway, GA) for 1 year.

#### Summary Of Skill

Working knowledge of Database Management and “Reference Data Ops system [CMS (CustomerMaster Support)], NTPA LONDON, NTPA NY (New Trade Processing Architecture for London & New-York), SDS (Static Data Server), OMGEO ALERT, GLOBAL OASYS.

#### Recognition&Awards

- Received best performance award by “Eclerx Services Ltd” for excellence in the process (Reference Data Client).
- Logged process improvement idea and got recognition from the quality team.

#### Projects Undertaken

- Company: Reliance Money Limited, Pune.
- Project Title: Sales and Distribution of financial products.
- Details:
  - ▶ The job entailed working under the cluster head in league with the center manager which involved sales target achievement.
  - ▶ Analysis of expectation and experience of the customer along with sales and promotion of the financial products of Reliance Money.
- Duration: 2 Months.
- **Achievements:**
  - ▶ Exceeded sales target by 50% in a short span of 2 months.
  - ▶ Received appreciation letter from Reliance Money Ltd for exceeding sales target.

#### IT Skills

- Operating System: Windows 98, 2007, XP, Vista
- Packages: Microsoft Office (Word, Excel, Power-point, Adobe Reader, Microsoft Outlook)

#### Academic Qualification

- Master of Business Administration (PGP)
  - ▶ Specialization: Marketing
  - ▶ Percentage: 68%
  - ▶ University: Indira Institute of Management, Pune (Autonomous)
- Bachelor of Commerce
  - ▶ Accounts
  - ▶ Percentage: 73.63%
  - ▶ University: Jai Prakash University
- Higher Secondary Certificate
  - ▶ Subjects: Science (Physics + Chemistry + Math), English, Hindi
  - ▶ Percentage: 63.63%
  - ▶ Board: Bihar Intermediate Education Council
- Senior secondary Certificate
  - ▶ Percentage: 52.2%
  - ▶ Board: CBSE

#### Additional Qualification

- Pre-sea training for deck-cadet for oil tanker and cargo vessel.
- Have GMDSS (Global Maritime Distress Safety System) certificate. Exam conducted by Tele-communication Department of the Government of India.