

*Arindom Borah*

*Ad Operational Manager*

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Guwahati, India



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Performance-oriented and intelligent professional with a management degree from IILM CMS, Greater Noida, U.P, India and over 5 years of operational management experience in a business environment. Involved in product testing, supply chain management and customer relationship management.

**WORK EXPERIENCE**



**New Delhi / Design Sphere Ltd.** **Ad Operational Marketing Manager** ***12 / 2014 – 12 / 2018***

Design sphere provides complete Interior Design & Branding services and architects designing to clients in the hospitality and commercial office sectors.

***Achievements/Tasks***

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Improve the operational systems, processes and policies in support of organizations mission -support better management reporting.

Managing day to day processing of accounts receivable and payable using spread sheet, producing reports as requested.

Work as a Marketing Consultant for the assigned clients.

Oﬀering export quotations and price negotiations.

Plans to reduce Design Sphere transportation cost to enable

People to colonize with our organization.

Meeting with the client and make them understand the quotation and other details.

Keeping track of the sales and customer complaints.

***AREA OBJECTIVE:***

* Supply Chain Management.
* Electronic Data Management System.
* Google Geo Mapping and Data Refining.
* Strategic Marketing.
* Presentation and Pitching.
* Understanding Finance and Non- Finance sector.

***RESPONSIBILITIES & OBJECTIVE:***

* **Improve** the operational systems, processes and policies in support of organizations mission -support better management reporting.
* **Managing day to day processing** of accounts receivable and payable using spread sheet, producing reports as requested.
* **Coordinate** with clients for necessary documents for Customs clearance
* **Solving the Problems** related to Documentation.
* **Meeting with the client** and make them understand the quotation and other details.
* Work as a **Marketing Consultant for the assigned** clients.
* **Keeping track of the sales** and customer complaints.
* Offering **export quotations** and price negotiations.

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**INTERNSHIP / PROJECTS**



**(Getit Dine) Getit Infomedia**

*New Delhi / Noida Sec 18* ***(05/2014 – 06/2014)***

Getit dine is India largest food delivering and Restaurant visiting app and website. Role of geo mapping and best achievement award in geo mapping and marketing survey report.

***Project Summary: GETIT DINE FOR ASKME.COM***

* Nurture existing clients as well as identify and cultivate new corporate clients.
* Generate reports on changes in the marketplace to the **Noida sec 18 office**.
* Data-driven, understanding of data/analytics tools, and ability to deep dive into data to make decisions.
* Ability to communicate **seamlessly and design and executive management**.
* Ability to lead in a highly dynamic environment and a willingness to roll up in sleeves to get the project done.
* Lead organizational initiatives to establish best-in-class product management practices within Getit Dine.
* **Synthesize insights** from user research, customer meetings, usage data, and sales feedback to prioritize improvements and new feature ideas to achieve Getit Dine’s business goal.



***Consumer Legal Protection Forum***

***Six Mile Guwahati Assam (03/2019 -08/2019)***

**CLPF** established in **2008**. Concept of working with Consumer

Legal rights. This NGO group was formed with Young

Advocates, Doctor, Journalists, Social Worker & Lecturers. In

2010 CLPF was registered **under Societies act 1860**.

***Project Summary: TINY TARGET BIG: TOBACCO CONTROL***

* **Empowering the Consumers** in a World of Commercialization.
* Generate reports on Day to Day Workshop Programme.
* **Report Analysis and Drafting** of Project Management.
* Ability to communicate seamlessly between Consumer or Client.
* Ability to lead in **a Speech Role** among Tiny Target Big Tobacco Control Live Project.
* Data Analysis Management and Budgeting Perfume
* Managing and Tracking Software’s issues for Consumer or Clients.
* **Leads and Communicate** with Journalist of Entire North East regarding Programme and Workshop.
* **Meeting with Press Media** and Making Report Drafting.

**EDUCATION QUALIFICATION**

**Post Graduate Diploma in Management** IILM CMS Greater Noida Uttar Pradesh

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| ***05 / 2013 – 05/2015*** | | | | |  | ***Uttar Pradesh , India*** | | |  |
|  |  |  |  | *Courses* |  |  |  |  |  |
|  |  |  |  | PGDM/MBA Operation and |  | Two Years Diploma Course | | |  |
|  |  |  |  |  |  |
|  |  |  |  | Marketing |  | (Regular Basis). | | |  |
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**Graduation Programme**

K.C DAS COMMERCE COLLEGE GUWAHATI UNIVERSITY

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| ***07 / 2009 – 08 / 2012*** | | | | |  | ***Guwahati / Assam/ India*** | | |  |
|  |  |  |  | *Courses* |  |  |  |  |  |
|  |  |  |  | B.COM(Finance) |  | Three Years Degree Course | | |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  | (Regular Basis). | | |  |
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**P.G.D.C.A (Computer Application)**

Asian Info tech Guwahati Assam

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| ***04 / 2012 – 04 / 2013*** | | | | |  | ***Guwahati Assam*** | | |  |
|  |  |  |  | *Courses* |  |  |  |  |  |
|  |  |  |  | Post Graduate Diploma in |  | One year Diploma Course | | |  |
|  |  |  |  |  |  |
|  |  |  |  | Computer application. |  | (Regular Basis). | | |  |
|  |  |  |  |  |  |  |  |  |  |

**SKILLS**



Thinking Thought First Principles Communication Skills



M.S OFFICE PRESENTATION PITCH Research Skills



Leadership Skills E-MAIL MARKETING Energy Level



Goal Oriented Delegation skills

**PERSONAL INFORMATION**

Permanent Address: **Neeha apartment Block B / 4F Hengrabari Road near SBI ATM Guwahati -781036**

Date of Birth: **27th December 1991**

Nationality: **Indian**

Marital Status: **Single**

Sex: **Male**

Passport No. :  **L2694561**

Notice Period: **Immediate**

Physical Health: **Good**

Current location: **Guwahati, Assam, India.**

**DECLARATION:**

I hereby declare that all the information given above are true to the best of my knowledge.

Place : Guwahati Assam

Date : 2020 (ARINDOM BORAH)

**ACHIEVEMENTS & CERTIFICATES**

* Certificate of Merit for securing Highest Marks in Operational Service Management. (05/2015).
* Business Corporate Walk in IILM CMS (11/2013).
* Merit Certificate & Participant Certificate in Table Tennis.
* Geo Mapping and Data analyst Programmer in Getit Infomedia (05/2014 – 06/2014).
* Former State Regional Table tennis Player 2006.
* Post Graduate Diploma in Computer Application

(04/2012– 04 / 2013).

**LANGUAGES**



ENGLISH



HINDI



ASSAMESE

**INTERESTS**



CYCLING TREKKING PHOTOGRAPHY



ALTERNATIVE ENERGY SPORTS (T.T) RECYCLING



VIDEO GAMES TRAVELLING VOLUNTEER WORK



ORIGAMI COOKING Web savvy