



# Tarit Biswas

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## Senior Level Assignments

### MIS Reporting

*Scaling new heights of success with hard work & dedication and leaving a mark of excellence on each step*  
*Location Preference: Kolkata*

## Profile Summary

- A competent professional with 12 years of experience in MIS Reporting & Documentation
- Merit of preparing and presenting weekly and monthly management reports on cost and benefit analysis, productivity analysis, inventory turnover analysis and cost variance analysis
- Proven track record of managing administration functions such as travel operations, inter- departmental coordination, vendor management and so on
- Skilled in the relationship management & communication coupled with the expertise in managing top & confidential files / correspondences
- Proficiency in managing functions related to Operations Management, MIS Co-ordination, Client Relationship Management
- Resourceful at maintaining relationship with clients and notable efforts towards enhancing customer satisfaction through new systems implementation

## SKILL SET

SAP  
Billing Operations  
Liaison & Coordination

MIS Reporting  
General Administration  
Team Management

Documentation  
Stock Management  
Audits

## ORGANIZATIONAL EXPERIENCE

Since Feb'08 with Sony India Pvt. Ltd., as Sales Coordinator (Officer) till May 2017:

Growth Path:

Feb'08-Apr'13: Assistant Officer

Since Apr'13: Officer

AUG'04-10'07 with Data-Core India Pvt. Ltd., KOLKATA as Data Entry Operator

AUG'03-JULY'04 with DPS Technologies Pvt. Ltd., KOLKATA as System Supervisor

Currently working under UMA PLASTICS LTD., as a Sales Coordinator from June 2017 to till date.

### Key Result Areas:

- Preparing sales target for the branch
- Administering market stock and stock level maintenance
- Marketing schemes designs and declaration for Channel Partners
- Performing maintenance of marketing scheme by offering daily feedback to the sales team
- Conducting channel audit coordination and issuing price compensation to the channel partners (credit memo/debit memo)
- Supervision incentive calculation of the entire sales team
- Offering daily sales report to the Branch Head and entire Sales Team
- Monitoring the daily invoicing and delivery schedule with Logistics team
- Supervising various sales and account related reporting on daily basis

### Highlights:

- Merit of managing MIS reporting of revenue generation of Channel Partners.
- Coordinated with the Sales team for data collection of dealers & Distributors within a short period of 2 days

### EDUCATION:

- B.Com. from M.K.U., Madurai, University
- 12<sup>th</sup> from Behala High School, Kolkata, WBHSCE
- 10<sup>th</sup> from Behala High School, Kolkata WBBSE

### Other Course:

- Completed GNIIT Course from NIIT in 2001.

PERSONAL DETAILS:

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Date of Birth: 18<sup>th</sup> Nov'75  
Languages Known: English, Hindi, and Bengali  
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