# **Mousumi Dey**

#### **PERSONAL DETAILS:**

Email: mousumidey.mou02@gmail.com

Phone: +91 9007995633 DOB: February 17, 1989

Nationality: India Passport: Yes

#### SKILLS SETS:

Team Leading
Deadline Management
Client Communication
Quotation
Negotiation
Oracle NetSuite
SharePoint
MS Office

#### **CERTIFICATION:**

Computer Basic Course

### **EDUCATION:**

Post-Graduation: MBA, 2012-14 College: Sikkim Manipal University Graduation: B.Sc., 2008-2012 College: Calcutta University

## **WORK EXPERIENCE:**

### **Pricing Manager**

Andovar Localization Services Pvt. Ltd., Kolkata (September, 2018 – Present)

- Handle quotes on a regular basis.
- Manage one of the most important clients' projects.
- Provide training to new employees to ensure they learn the work in detail
- Lead a team of 2 members. Communicate with them regularly to ensure all the work is on track.
- QC high-value quotes and provides the final GTG.
- Review rate sheets and assist in preparing rate sheets for important clients.
- Client coordination for new project initiatives by collaborating with various departments & production team to assess the scope of work and produce cost for the localization.
- Identifying problems and assisting in risk management through coordination with HOD.
- Regularly track task progress
- Everyday work in MS Excel regarding Cost estimation, quotation checking
- Generate quotes based on client information, using WORDBEE and ORACLE NETSUITE project management tools and MEMSOURCE translation management tool for tracking project updates.
- Currently working with the IT team to implement the Automatic quote process for the internal team.
- Work under tight deadlines to manage the workflow.

## **Administrative Manager**

Imax Solutions, Kolkata (September, 2016 – June, 2018)

- Involved in the purchase of Security Surveillance and Road Automation devices like CCTV, Time, attendance, Access control system, Fire alarm system, Boom Barrier & Road automation, Intrusion Alarm, IT support & network, IP telephony, EPABX, Video door phone, etc.,
- Negotiations of the instruments, accessories & devices with suppliers and vendors.
- Vendor Management identified and managed vendors, reduced vendor-related risks, negotiated contracts, and ensured on-time service delivery.
- PO processing of the purchased devices to the suppliers.
- Follow-up with the manufacturer & supplier for the timely delivery of the materials.
- Coordinated with the clients regularly.
- Prepared quotations and invoices.
- Logistics Coordinated with the transporter for on-time delivery of the materials
- Involved in the salary processing of the employees.
- Used MS Excel to process quotations, Purchase Orders, Attendance, etc.