

CURRICULAM VITAE

UJJAL BARUAH

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To be a part of result oriented team, which can lead the organization to its goal. To strive to learn and imbibe knowledge, and to achieve excellence in the area of my work.
'Believes in solving problems and taking the initiative'.

ACADEMIC PROFILE:

- B. Sc. Completed from Srikishan Sarda College in 2007.
- H.S completed from Arya Bhatta Jr. Science College 2004.
- HSLC completed from Modern High School in 2002.

PROFESSIONAL EXPERIENCE:

❖ Working with SM Group for Tata Steel as a MIS & Operation Executive

RESPONSIBILITIES:-

- Business Analysis & Reporting of Tata Structura, Tata MS Pipe & Tata Tiscon Project
- Monitor the sales coordination for entire North-east region
- New dealer appointment, nurturing & termination
- To plan fund for lifting of materials from Tata Steel
- MIS & presentations for both internal & Tata steel corporate.
- Monitoring error free Sales & purchase order generation through SAP
- Monthly reconciliation of sales & stock with Tata steel and as well as with SM Yard people
- IT integration issues at dealer's end & resolution within 48hours
- Generation of each quarter end Sales performance report , vis- a-vis for the last FY
- Monitoring the effectiveness of PPA activities in relation with lead management
- Coordination with all the warehouses across North-east region & ensure maintaining the buffer level stock
- Creation of new fresh dealer codes in SAP & set counter potential
- Collection, collation & publish the summary reports received from sales teams
- Follow-up & Collection of outstanding payment for Retail & Project Segment for Structura & MS Black Pipe on daily basis and circulate within the team
- Send report to the team on status of pending C Forms on fortnightly basis

❖ Worked with Mirania Data System (Guwahati) as a Sr. Analyst (Freelancer).

RESPONSIBILITIES:-

- Research and input data on various kind of projects related to Property, ecommerce, Events & Wedding Planning's, Business/Personal Research, Travel Research, Hotel Research, Website Content Research, Website Updates, Social Media Research, Managing Contacts and Emailing, Researching Business Contacts, Site Competitive Analysis, Keyword Analysis, Product Competitive Analysis, Product Pricing Research, Craig-list Job Posting, Managing Social Networks like Facebook/LinkedIn/Twitter/MySpace, Uploading inventory to ecommerce sites, Admin support, etc.

- ❖ Worked with Reliance Telecom Limited (Guwahati) as an Operation and Maintenance Engineer (Handling and monitoring the entire Reliance network of Assam and Arunachal Pradesh Circle) in terms of Operation Maintenance Center Radio (OMCR), Out Side Plant (OSP), Transmission, etc.

RESPONSIBILITIES:-

- Worked with MOTOROLA, ZTE, ALCATEL system in OMCR in terms of OSP and Transport related Issues.
- Primary maintenance of BTS & microwave.
- Physical wiring and E1 testing from OMCR.
- Co-ordination of E1 planning and shifting from OMCR with field Engineer.
- Information, feedback and technical support given from OMCR to Field Engineer to minimized outage.
- Alarm monitoring and handling OMCR related reports.
- Fault analysis & rectification of all ALCATEL, ZTE & MOTOROLA “BTS & BSC”.
- Report analysis and generating from OMCR.
- E1 through for different sites.
- Managing team of the technician for the maintenance of cluster.
- Experience in maintenance of DG, SMPS, AC & all electrical maintenance of a telecom site.
- Monitoring the smooth distribution of fuel and its billing and vendor management etc.
- Need to trace the subscriber's location of Reliance network for Police/CBI.

- ❖ Worked with MPHASIS an EDS company (NOIDA) as a Sr. Transaction Processing Officer

RESPONSIBILITIES: -

- Interaction with the customers to solve out their queries related to network through e-mails/messages/call.
- Team Handling in co-ordination with the Unit Manager.
- Monitoring the workflow and plan efficient for daily clearance of volume.
- Monitoring of transactions as per process guidelines.
- Constantly work on process improvement opportunities.
- Drive regularity and discipline in team.

PROFESSIONAL STRENGTH:

Ability to learn quickly, Positive thinking, Strong will power, Hard working, Good communication skill.

EXTRA-CURRICULAR ACTIVITIES:

I was a Scout for 2 years, in which I was awarded the Best Troop Leader for one of the campaigns and became a Rover in Bharat Scouts and Guides.

PERSONAL DETAILS:

Name	:	Ujjal Baruah
Date of Birth	:	25/3/1985
Sex	:	Male
Marital Status	:	Unmarried
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DECLARATION:

I declare that the above-furnished information is true to the best of my knowledge.

Date:

Place:

(UJJAL BARUAH)