

RAJIB BHATTACHARJEE

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CAREER OBJECTIVE

To obtain a meaningful and challenging position that enables me to learn and gain more. I would like to exploit my potential and sense of obligation for the benefit of the organization.

WORK EXPERIENCE

RENEWABLE ENERGY SOLUTIONS AUSTRALIA LTD.

www.thesolarman.in/ www.thesolarman.au

Brand Name – The Solarman India.

A start up company into renewable energy industry in India.

Location – MUMBAI (MAHARASHTRA)

Since Jan'17 as an Executive Administration & Communication.

Reporting to the group Managing Director, Mr. Tony Le Messurier

- Actively involved into public relation activities with the objective of Business Development.
- Possession of the company website number 24x7 to answer all queries over calls/Watsapp/texts/website chat portal and coordinate as accordingly.
- To assign task and responsible to maintain CRM Management system for India Operation.
- To oversee sending of quotations over CRM on priority basis.
- To provide contents and suggestions to the Digital Marketing team for website optimization towards organic and paid campaigns.
- To organize and conduct public seminars of Business Associate program and coordinate for training programs.
- To oversee for petty cash and bank transactions for the entire branch operation and help data entry staff for procedures to maintain accounting data's.
- Purchase office assets and responsible for maintenance.
- To adopt strategies for the organization with reference to the industry preference and acceptance.
- To take part in internal meetings on all aspects of the Business Operation and help to make decisions for the senior Management by providing all facts and data's.

ACHIEVEMENT – I am associated with the organization from the beginning, started with Operation in Mumbai to PAN India andha

LAKSHMIKUMARAN & SRIDHARAN ATTORNEYS.

www.lakshmisri.com

A well established Indian multinational Law firm with PAN India presence having 12 offices in all major cities.

**Location – PUNE (MAHARASHTRA)
(Dec 2014 – Oct 2016) as Executive Administration**

Reporting to the Partner, Mr. Sandeep Sachdeva

- **Supervising front desk team, greeting every individual who visits office and arrange the meeting with the concerned professionals inside office premises.**
- **Responsible for petty cash and bank transactions for the entire branch operation followed by maintaining proper accounting procedure of the same.**
- **Supervising support staff and maintain attendance for further coordination with the concerned agency.**
- **Maintaining entire office assets and responsible for repair, maintenance and AMC' s of the same.**
- **Coordinate on behalf of the branch with HR & IT Department for any concerned issues.**
- **Ensure availability of every necessary office items for professional staffs.**
- **Coordinate for cab and hotel arrangements for executives.**
- **Responsible for entire pantry management of office.**
- **Being the major point of coordination so is responsible to maintain a healthy atmosphere inside office premises with proper discipline.**

ACHIEVEMENT – Star of the 2nd quarter 2016, Certificate of Appreciation.

EARTH ALLIANCE CORPORATION.

www.earthonomix.com

EAC is involved in business with all agricultural products and is operating into Pune region only.

Location – PUNE (MAHARASHTRA)

(Apr 2014 – Nov 2014) as Executive – Business Operation

Reporting To the CEO, Ms. Gauri Jadav

- **Looking after the Business operation & the administration.**
- **Responsible for indent and complete follow up of the daily shipment based on the orders.**
- **Responsible for collection of payments and keep a track of the same.**
- **Responsible on daily basis to provide proper planning to the delivery staffs and ensure for the work done.**
- **Maintaining of data on regular basis for tracking of revenue.**
- **Responsible for maintaining all company owned vehicles both two and four wheeler & also all other company owned assets.**
- **Maintaining customer relationship for business growth and development.**

- Coordination with the BD department for its smooth operation for all new and existing customers.
- Prepare reports, draft and send mailers.
- Manage routine office correspondence.
- Develop, negotiate and manage vendors
- Office equipment maintenance
- Supplies inventory.

ACHIEVEMENT – I was associated with the organization from the beginning and Company has started earning profit in its recent times.

A2Z MAINTENANCE & ENGINEERING SERVICES LTD.

www.a2zgroup.co.in

An established public limited company into Infrastructure projects and waste management services having offices into all major states and operates in PAN India.

Location – TRIPURA (SOUTH & NORTH)

(May 2010 – Feb 2014)

Worked as an **Executive – Commercial** in a National government project in Tripura

Project Name: **Border Flood Lighting Project**

Work Order Value: **28 Crore**

Client Name: **NPCC Ltd.**

Reporting to the Deputy General Manager(Projects), Mr. Sanjeev Kumar Srivastava.

- Handling site imprest and responsible for all kinds of expenses incurred at all site location (North & South) followed by proper accounting procedures of cash & bank transactions to maintain record and looking after the administrative part for 32 onroll employees & more than 50 off rolabours/ workers
- Responsible for facility management and managing AMC' s/statutory agreements & renewals of the same.
- Calculation of wages for labor as according to the norms and arrange to maintain all registers/formats.
- Liaising with government & other concerned authorities.
- Arrange to collect road permits of all kinds and C forms as according to requirements.
- Collect/maintain/prepare data for filling of quarterly/annual returns of 'Sales tax' and 'Labour department' and complete assessments, after every financial year.
- Prepare & maintain different formats related to finance, administration, store keeping, work in progress, business assets etc.
- Manage rate contract and minimize all kinds of cost incurred in the work process for office, site & departmental.

- Coordination for the commercial operation of the concerned project.
- Assist Project Manager in preparing 'RA Bills' to raise and collect payment from client for all packages.
- Assist PM in accepting 'RA Bills' from eight electrical/civil sub-contractors for all sites according to the issued work orders.
- Liaising with HO to release payment after assessing the progress of work by collecting authorize reports from Site Engineers, Supervisors and moreover physically verifying them at site as and when required.
- Responsible to prepare purchase orders after proper negotiation for purchase of materials.
- Arrange for transit of the work material according to site requirement.
- Manage all the issues relating to vendors and suppliers, parallely Maintain relationship with them to get all the work done smoothly.
- Responsible to prepare and maintain monthly MIS.
- Responsible for all HR related formats according to Company norms.
- Responsible to maintain core hard copy Policies/agreements and key records for the concerned business.
- Responsible for proper maintenance of company owned all range of vehicles.

ACHIEVEMENT – Received award on behalf of the entire team with DGM-Projects for ' Best Team' from Managing Director at Head Office in Gurgaon during company' s ' Annual Meet'

TREADSDIRECT LTD.

www.treadsdirect.com

An Indian Multinational Company with 12 offices in all the major cities.

Location – GUWAHATI (ASSAM)

(Oct 2007 – Apr 2010)

Worked as an ***Assistant – Commercial*** in the Financial Intelligence Department.

Reporting to the **Branch Manager, Mr. Niladri Bose**

- Manage imprest and responsible for all kinds of expense incurred for operation of regional office for doing business with 6 states of North east India.
- Responsible for complete procedure of accounting for the branch against all the business purpose transactions.
- Managing AMC' s/agreements & renewals of the same.
- Maintenance of branch assets and company owned vehicles.

- Raising proper invoices through module of ORACLE against franchisee orders and arranges all dispatch papers for transportation and delivery.
- Responsible for complete tracking of logistics operation.
- Handling branch operation as, customer billing/material track & MIS preparation.
- Arrange to collect road permits and F forms as accordingly.
- Collect/maintain/prepare data for submission of monthly/quarterly/annual returns of ' Sales tax' , central excise & ' Labor department' and complete assessments after every financial year.
- Arrange to deposit monthly taxes after proper verification.
- To assist in audit of Sale tax, Excise and Labor departments.
- Managing & developing healthy relations with the vendors & Franchisees.
- Warehouse supervision and maintain data in Oracle system.
- To send the indent to the head office considering the warehouse stock.
- Monitoring the dispatch section.
- Supervision on unloading of material against consignment received.
- To handle HR related formats as per company norms.
- Maintaining office assets and proper records.

BAR TRENDS PVT. LTD., (FMCG Industry)

A packaged snacks manufacturing company.

(November 2005 – September 2007)

Location – GUWAHATI (ASSAM)

Worked as an ***Sales representative*** in the Sales Department.

Reporting to the **Area Sales Manager, Mr. Indrajit Das**

- Meeting and evaluating retail shops.
- Appoint and handle distributors.
- Generate business through retail, *Secondary Growth*.
- Giving presentations to the departmental stores.
- Highlight our products for better visibility at stores.
- Coordination and arrange for outdoor advertisements.
- Responsible for follow up of payment for complete business activities.

PROFESSIONAL QUALIFICATION

1) Diploma of Advance Digital Marketing

Passed Google AdWords certification, valid up to Sep'18

Year of passing : 2017

WordPress training : 2017 from Softpro institute, Mumbai.

2) Bachelor of Commerce (B.com), Hons – Management

Specialisation : Management Dept.
Duration : 2002- 2005
University : Gauhati University
College : Dispur Govt. College, Guwahati

3) Enrolled into : Post Graduation Diploma in Intellectual Property Rights (Distance learning) from IGNOU, School of Law. Session 2018-19

- DEGREE

YEAR	EXAM PASSED	BOARD	SCHOOL / COLLEGE
2000	HSLC	ASSAM BOARD	South Point, Guwahati
2002	HS	ASSAM BOARD	NEF College, Guwahati

CERTIFICATION COURSE

- **SWIFT course from NIIT in 2000, Guwahati**
This course enabled me to understand all the fundamentals computer basics like Microsoft Applications, Accounting Softwares, Internet etc.

PERSONAL DETAILS

Date of Birth : 23rd March, 1983

Father's Name : Mr. Ranjan Bhattacharjee

**Present Address : House no-5, Bharucha house, Madh jetty
Road Mumbai-400061**

**Permanent Address : C/O Mr. N Kanungoe' Maa Saradamani
Housing Estate', House no-7
Badu, Kanchantala, Dist.- North 24 Parganas,**

Kolkata-700128

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E-mail id	:	rajbattacharji@gmail.com
Sex	:	Male
Nationality	:	Indian
Languages Known	:	English, Hindi, Bengali, Assamese & Marathi.
Hobbies	:	Listening to Music,Reading,Cooking&traveling
Marital Status	:	Unmarried
Strength	:	Optimistic, Confident and Time Management

