

**MRIDU PABAN GOGOI**

Lachit Nagar, H/No. - 21, BT College Lane, PO- Ulubari, Guwahati- 781007

Mobile: +91-8876219965, Email: miu11190@gmail.com, Date of Birth: 11.01.1990

**OBJECTIVE:** To work in an establishment where I can offer my skills, experience and knowledge for the growth and betterment of the firm.

**WORKING EXPERIENCE****Account Consultant**

*National Federation of Fishers Cooperatives Limited (Government Cooperative)*

- Maintaining day to day cash inflows and outflows.
- Reporting the daily, weekly and monthly fund statements.
- Updating stock inbound and outbound in the stock registry.

**Office Assistant**

*Zenith Indane Gramin Vitrak*

- Maintaining the Customer Database in system generated software **INDSOFT**.
- Visiting various households that falls under BPL and providing them LPG connection under **Pradhan Mantri Ujjwala Yojana (PMUY)** under **GOI**.
- Receiving the various booking for LPG connections.
- Collecting cash against the booking generated.

**Accounts Assistant cum Store Executive**

*Shri Ganapati Enterprise*

- Maintaining day to day cash inflows and outflows.
- Reporting the daily, weekly and monthly fund statements.
- Updating daily stock-in-hand in the stock registry.
- Booking of raw materials for the manufacturing of incense sticks.

**Sales Executive**

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- Developed channel partners to increase company-wide sales leads.
- Representing the company in various exhibitions and trade fairs.
- Responsible for assigned sales target (monthly, quarterly, annually).
- Follow up for payment.
- Maintain good relation with client.

**EDUCATIONAL CREDENTIALS**

Qualification	School/ College	University/ Board	Year of Passout	Stream/ Specialisation
PGDCA	Sun Infosys	-	2015	-
MBA	GIMT	Gauhati University	2014	Marketing, HR
BBA	Gauhati Commerce College	Gauhati University	2011	Management
12 <sup>th</sup>	Nathan Brown Academy	AHSEC	2008	Science
10 <sup>th</sup>	BVFCL Model High School	SEBA	2006	n/a

### PROJECTS UNDERTAKEN AS A PART OF ACADEMIC CURRICULUM

- Project in BBA 5<sup>th</sup> semester titled “Working Capital Management” at Oil India Limited, Duliajan
- Project in MBA 3<sup>rd</sup> semester titled “A study on factors influencing freight service choice for distributors and transportation agencies of VIP Industries Ltd. from Guwahati to rest of Assam”

### SKILLS

#### SOFT SKILLS

- Communication skills
- Time Management Abilities
- Willingness to learn
- Team player

#### TECHNICAL SKILLS

- Programs: MS-Office, Tally
- Operating System: Windows XP/2003/Vista/7/8/10, LINUX

### WEB PRESENCE

LinkedIn Profile: <http://in.linkedin.com/in/miu7862/>

### PERSONAL DETAILS

- Hobbies : Playing Chess, Listening Music
- Language Known : English, Hindi and Assamese
- Permanent Address : Gabharoo Konwar Gaon  
P.O- Gabharoo Konwar Gaon via Selenghat  
P.S- Mariani  
Dist- Jorhat (Assam) Pin- 785636

### DECLARATION & SIGNATURE

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I can provide any related necessary document to support and prove my points mentioned above.

Date:  
Place: Guwahati

(MRIDU PABAN GOGOI)