

Contact

**Address:**

L-31/2 SARSUNA HOUSING ESTATE**,** PO- SARSUNA, PS- SARSUNA, Kolkata-700061, West Bengal,India.

**Phone:**

7980903384/8017582563

**Email:**

ashim.revlon@gmail.com/paulashim45@yahoo.in

Languages

English – Read, Write, Speak

Hindi- Read, Speak

Bengali- Read, Write, Speak

Date Of Birth

* 04-10-1989

Hobbies

* Listening Music
* Playing Cricket
* Net Surfing

Marital Status

* Unmarried

Nationality

* Indian

**ASHIM PAUL**

CAREER OBJECTIVE

To start a successful career with challenging roles and responsibilities to harness my potential with utmost resourcefulness and dedication with all-time persistence of improvement and also having excellent communication abilities which will definitely prove to be beneficial for me as well as my employer.

6 years of extensive experience in Data compiling and preparing MIS reports.

Skill Highlights

|  |  |
| --- | --- |
| * Preparing MIS reports * Compiling all sales data and prepare Excel Reports * Strong decision maker * Complex problem solver * Troubleshooting capability | * Innovative * Service-focused * Team leadership * Primary & Secondary Sale * Client & Super Coordination |

Education

* Graduation : (**NETAJI OPEN UNIVERSITY**)- **Appeared**
* Higher Secondary: 2005 from **Kishore Bharati High School** (WBCHSE). **Marks : 50.09%**
* Madhyamik Pariksha:2003 from **Jote Shibrampur High School**(WBBSE). **Marks : 55.87%**

Experience

1. MIS(Sales Admin) – Sep 2020 to till now at

**Purbasha Group Ltd - Country Harvest (FMCG)**, Kolkata.

**Job Responsibility:**

* Making Report Daily, Weekly & Monthly sales reports in Advanced Excel & report to Sales Head.
* Dashboard Create, Score Card, Acctual vs Order, Monthly Expense Report, Stock & Sales Report.
* Coordinate With Sales Team, Coordination with Transport and Vendor Team.
* Working In **Google Sheet**(Filter Macros, Data Validation, Import Range,Sort,Merge & Geo Chart)
* Preparing Attendance Report, Preparing Daily Productivity Report, and Preparing Daily Sales Report.
* Follow up all department regarding sales process
* Reporting to GM regrinding Invoice, attendance & dispatch of goods.
* Maintain the data in **Sales Diary** App
* Track and Manage all secondary and primary sales activities
* Manage orders,stock,delivery and payments
* Track monthly targets real – time.

1. DME/MIS/Sales Coordination – Sep 2018 to Aug 2020 at

**Sun Knowledge Private Limited (FMCG & IT)**, Kolkata.

**Job Responsibility:**

* Making Report Daily, Weekly & Monthly sales reports in Advanced Excel & report to Sales Head.
* Making Invoice in **ERP SAP (Sales & Distribution 6.0)**, Credit Entry, Payment Entry, Sales Return, Damage Entry, Data Input in SAP.
* Working In **MARG (ERP- 9.0) POS/Retail Billing.**
* Working In **Google Sheet**(Filter Macros, Data Validation, Import Range,Sort,Merge & Geo Chart)
* Data Input in **CRM**, **CRM**( Sales Force, MS Dynamics & Dashboard)
* Data Extracting, Data Scraping, Data Mining, Create and Modify The Existing Business Report and Dashboard As Per Requirement, Understand Business Needs and Create Report Datasets to Different Departments.

3. Mis/Jr.Data Analyst – Feb 2014 to Sep 2018

**Vision Web Creation Pvt Ltd(FMCG/IT)**, Kolkata.

**Job Responsibility:**

* Making Report Daily, Weekly & Monthly in Advanced Excel
* Dashboard Create
* Clint Handling
* Making Invoice in **ERP SAP (Sales & Distribution 6.0)**, Credit Entry, Payment Entry, Sales Return, Damage Entry, Data Input in SAP.
* Implement/update web page
* Credit Entry, Payment Entry, Making Debit Note, Making Quotation, Letter Drafting, Coordination with Transport, Vender Management, Data Input in **CRM**
* Operate S & D Online Data Scraping, Data Mining.

4. Back Office Executive – Oct 2013 to Jan 2014

**Todi Infrastructure Pvt Ltd**, Kolkata.

**Job Responsibility:**

* Sale, Purchase, Making Invoice in S & D Online, Checking Mail, Working in MS Word & Excel, Letter Drafting, Typing, Filing.
* Weekly Email Newsletter Create.
* Operate S & D Online Back-Office works.

Software

* Modules Of ERP SAP SD(Sales & Distribution 6.0)
* MARG(ERP-9.0)POS/RETAIL
* TALLY(ERP-9.0)
* CRM(SALES FORCE,MS DYNAMICS & DASHBOARD)

Tools Known

* MS Excel,
* WordPress
* MS Office
* PPT
* Google Sheet(Filter Macros, Data Validation, Import Range,Sort,Merge & Geo Chart)
* Advanced Excel(Pivot Table, V Lookup Functions, H Lookup Functions, Date &Time Formulas ,Match, Index, If Function, Concatenate, Count If, Sum If, Data Validation, Text To Column, Growth Calculation, Conditional Formatting, Consolidate, Goal Seek,Data Table,Scenario Manager, Multiple V Lookup, Pivot Chart, Slicer, Text Function, Advanced Filter,Group,Subtotal etc.)

Area of interest

* IT SECTOR
* LOGISTICS
* FMCG

Date: Signature: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Place: Kolkata (Ashim Paul)