

Seemit Das



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Objective: Seeking a challenging Mid-level position in HR / Business Development in a reputed organization

CAREER SUMMARY

- 14 years of diverse and dedicated experience in HR and Operation Management, Daily MIS Work and HR Generalist Work.
- Worked in different sectors and successfully handled daily operations and helped Legal & Collection team and sales team, to achieve their budget/target.
- Meet deadlines, goal-directed, strong on follow-up, and good under pressure.
- Excellent interpersonal skills; organized, professional, diplomatic, cooperative, and trustworthy team player.
- Skilled in various computer software and operating systems.

AREAS OF EXPOSURE

HR Development

- Developed prospective clients across sectors for deeper market penetration.
- Managed business development activities and was accountable for augmented profitability and increased sales growth.
- Executed effective plans designed to assure achievement of agreed-to volume, market share and profit objectives.
- Developed new customer service program.

Team Management

- Leading & monitoring the performance of team members to ensure efficiency in sales and operations function for target achievement.
- Knowledge sharing with the newcomers.
- Implementing strategies for building team effectiveness by promoting a spirit of cooperation between team members; monitoring performance & providing feedback on areas of improvement.

WORK HISTORY

[TOTAL: 170 MONTHS]

Activity Breakup-Poonawalla Fincorp Ltd. (April'2021- Continue) (As a SR. Executive)

- **Responsibility and achievement:**
- Daily MIS Work in ORACLE and Advance Excel.
- Warrant and Summons Report send to lawyer as per requirement.
- Prepare Cases Next Date Report in Excel.
- Prepare VIN Notice and send to Direct Customer.

Activity Breakup-Magma Fincorp Ltd. (Jan'2019-MARCH'2021) (As a SR. Executive)

- **Responsibility and achievement:**
- Daily MIS Work in ORACLE and Advance Excel.
- Warrant and Summons Report send to lawyer as per requirement.
- Prepare Cases Next Date Report in Excel.
- Prepare Execution Notice and send to Direct Customer.

Activity Breakup-Exide Industries Limited (In Adecco India Ltd.)(May'2016-Jan'2019) (As a RSM Secretary)

Responsibility and achievement:

- Daily MIS Work in SAP and Advance Excel.
- Daily DR & CR Report Prepare.
- Daily Stock Report Prepare'
- Daily FGSS Report Prepare.
- Daily PDL Report Prepare

Activity Breakup-Yes Consultants (August'2015-April'2016) (As a Junior Auditor)

Responsibility and achievement:

- Trainee I.S.O Auditor.
- Prepare a Company Manual As per I.S.O Rules & Regulation.

Activity Breakup- Arti Bakery Pvt. Ltd. (July'2012-July'-2015) (As a HR Generalist)

Responsibility and achievement:

- Daily Attendance Maintain.
- Weekly Packers, Labors, Wage's payment.
- Materials & Finished Goods Stock Maintain
- Excise Chalan Maintain.
- Input & Output vat Register Maintain.
- Daily Voucher Entry in Tally Erp 9

Activity Breakup- Angel Bakery Pvt. Ltd. (July'2010-June'2012) (As a HR Generalist)

Responsibility and achievement:

- Biscuit Production and Purchase materials daily maintain in Excel.
- Cash Deposited and withdrew from Bank
- Weekly Bill Maintain
- staff Salary and Labor Wages payment
- Cash Book and Bank Book Maintain
- Party Ledger Book Maintain.
- Daily Voucher Entry in Tally 7.2

Activity Breakup- LTC Infrastructure Pvt. Ltd. (August '2007 - May'2010) (As a HR Generalist)

Responsibility and achievement:

- Weekly Bill Maintain.
- Weekly Bill Deposit to Contractor.
- Labor Bill Maintain.
- Party Ledger Book Maintain.
- Cash Book and Bank Book Maintain.
- Party and Staff Salary and Labor Wages payment.

EDUCATION

- M B A (HR) from Sikkim Manipal University (2012)
- B Com (Pass) from Burdwan University (2007)

PERSONAL PARTICULAR

Date of Birth: 29 August 1986, Marital status: Married, Language Known: Hindi, English & Bengali

