

**OBJECTIVE:**

To utilize my Coding skills, exceptional customer service, managerial and people skills towards a challenging career in a growth oriented and leading edge organization that recognizes and values individual contribution and will provide opportunities for continuing growth and advancement.

**PROFESSIONAL SUMMARY:**

Effective negotiator on contracts and with outside vendors, order buys and checks against contracts, resolve discrepancies.

Comprehensive management experience of professional teams and individuals.

Strong accounting knowledge and computer background Creative problem-solver and marketer who can see big picture while never losing sight of details that deliver results.

Motivated team player with demonstrated talent for deploying sales and managerial skills toward analyzing , upgrading, and streamlining sales and marketing processes for improvement opportunities.

Enthusiastic self-starter who can boost productivity, cut costs, foster efficiency, and ensures profitability.

Dedication and drive as a hard-working individual. Ability to manage multiple tasks in a pressured environment.

Strong TCP/IP networking background.

Proficient in MS Office products.

Five years progressively responsible experience in network administration and accounting.

Extremely detail oriented and able to work with minimal supervision.

Strong organizational skills and excellent interpersonal communication.

**RELEVANT COURSE WORK:**

Full stack Web Coding, TCP/IP and LAN network administration, Effective Business Writing, Information Systems and Information Technology, Managerial & Financial Accounting.

**COMPUTER SKILLS:**

<b>Platforms</b>	IBM PCs. Mac.
<b>Operating Systems</b>	DOS, UNIX, Windows all versions. Mac OS.
<b>Programming Languages</b>	Java Scripts, QBasic, C, C++, Fortran, Cobol, SQL & HTML
<b>Tools and Utilities</b>	MS Office and PowerPoint, Citrix system, Telnet Emulation

**EDUCATION:**

**Chittagong Commerce College, Chittagong, Bangladesh**

Bachelor of Commerce

August, 1996

**CERTIFICATION:**

**Penn Velley Community College, Kansas City, MO.**

*DBA / Networking Certification*

***Hardware Certification***

1998

May,

**K. U. EDWARDS CAMPUS , Overland park, Kansas.**

Progress

*FULL STACK WEB Development*

Graduating Feb 26th 2020

In

**WORK EXPERIENCES:**

**Cellular Enterprise LLC.**

**Kansas city, MO**

**Owner/ Managing Director**

**2008 - Till now)**

**(Aug**

**SKB Software PVT LTD**

**Kolkata, West Bengal.**

**Project Manager**

**2014 - April 2019)**

**(Jan**

***Main Street Associates, Inc.***

City, MO

**Network Administrator and Manager (Operations)**

'98 – August 2008)

Kansas

**(July**

Accomplished Contract Analyst with a proven ability to develop and implement contract management strategies that ensure company's commercial interests are served and protected.

Wholly responsible for day-to-day operations, including staff supervision, purchasing, inventory, budgeting, accounts payable/receivable, customer service, building/warehouse maintenance including all sales related tasks.

Maintained inventory levels for three departments with annual sales of \$2.8 millions.

Developed and maintained competitive system of vendor relations that reduced product costs by 5 percent. Incorporated latest product and merchandising trends into purchasing decisions.

Led the effort in building TCP/IP Local Area Network from ground-up that supports all

location under Main Street Associates.

Maintaining overall business computing platform systems (i.e., invoicing, ordering systems etc.).

Handled all activities in accounts payable and receivable. Ensured timely payments of vendor

invoices. Processed and sent purchase orders and credit memos.

Directing all associates in lounge operations for full service theme restaurant seating 150 guests and generating \$3.2 million annual sales.

***Janata Bank***

Chittagong, Bangladesh

**Accounting Intern**

(January '96 – August '96)

Reviewed and corrected accounting entries, assisted with financial planning input and analysis,

and generated reports. Accounting corrections revealed nearly \$50,000 in unpaid bills and mislaid funds.

Provided administrative support to upper management via drafting all official company correspondence, typing, filing and performing data entry.

Responsible for employee timecards and payroll distribution.

Reconciled daily invoice transactions and entered daily sales into main database.

Responsible for contacting customers regarding account collections and past due accounts.

**INTERESTS & ACTIVITIES:**

Member of American Marketing Association (AMA).

Former member of Computer Club (School of Computer & Language Studies).

Member of Lions Club, Dist. Bangladesh.

Play soccer (indoor/outdoor), Billiard, Martial Art, Cricket occasionally, Fishing.

**REFERENCES:**

Available upon request.

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