

Ms. Sangeeta Tripathy

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EXPERTISE

More than 10 years of experience in Sales & Marketing, operations & Customer management, business analysis and risk assessment

Strong skills and understanding in Sales, Business Analysis, Market Research, Public and Customer Relations, B2B Marketing, Channel Development, Logistics and Supply Chain

RELEVANT EXPERIENCE

Operation Manager, Kosmic Laboratories, New Industrial Estate, Jagatpur, Cuttack from 1st August 2018 to February 2020

Kosmic Laboratories, is a producer of various Medicinal products for veterinary application, based out in Cuttack, Odisha.
Supervised development of product portfolio, Ensured procurement of raw material and timely production
Supervised quality management

Business Development Manager(International), 304 Industrial Park, Prachinburi, Thailand from 15th February 2013 to 30th May 2018

304 Industrial Park is part of Double A Group which owns and operates number of Industrial Parks in Thailand.

Promoted and presented industrial properties and readymade industrial sheds to international clients from various countries

Presented BOI schemes for Special Economic Zone, coordinated for project development and implementation

Helped Clients for localization of internationally hired staff.

Represented the company in International Trade and industry fairs

Business Development Consultant, AGESIS Training and Education Centre, Prachinburi, Thailand, 15th November 2012 to 15th February 2013.

AGESIS is part of an international training and capacity building organization based in Prachinburi, Thailand serving professional clients from industrial customers

Developed marketing strategy, and supervised sales presentation

Reviewed client management system

Reviewed trainers evaluation system for the training institute and Language school

Assistant Sales Operation Manager (Sales support and Customer Relationship), Volvo Construction Equipment

(Pollutech Engineering, Bhubaneswar, India) 15th December 2009 -15th September 2012

Pollutech Engineering deals with Volvo construction equipments in Odisha.(<http://www.volvoce.com/dealers/en-sg/PolluTech/Pages/homepage.aspx>)

Promoted the products to target customers through marketing
Looked after supply chain operation and supervised backend activities
Responsible for customer relationship management and after sales support
Designed budgeting, expense control and reporting, Co-ordinated audit programs
Prepared yearly work plans and oversaw implementation
Identified training needs of the organization and work with relevant individuals/teams in developing and implementing in-house courses

Corporate Accounts Management Officer in ICICI Bank Ltd, Hyderabad from 18th September 2008 to 30th November 2009

ICICI Bank is India's second-largest bank with total assets of Rs. 4,736.47 billion (US\$ 93 billion) at March 31, 2012 and profit after tax Rs. 64.65 billion (US\$ 1,271 million) for the year ended March 31, 2012. The Bank has a network of 2,901 branches and 10,021 ATMs in India, and has a presence in 19 countries, including India. (www.icicibank.com)

End to End customer service for premium accounts
Involved in the rationalization, standardization, implementation, and monitoring of Corporate-Wide Guidelines for special accounts continuity and risk assessment
Involved in solution delivery of custodial and banking services involving securities lending
Articulate need analysis and gap analysis document

Business Analyst in RELIANCE RETAIL Industry, Hyderabad from 1st December 2006 to 31st may 2008

Reliance Retail is the retail arm of biggest Indian corporate. The Group's activities span exploration and production of oil and gas, petroleum refining and marketing, petrochemicals (polyester, fibre intermediates, plastics and chemicals), textiles, retail, infotel and special economic zones. (<http://www.ril.com/html/aboutus/aboutus.html>)

Handled Project and Program management for Business Process Analysis and Design
Carried out Gap Analysis, feasibility study, solution approach
Prepared business case and implementation road map in consulting sales and delivery assignments with clients
Furnished 'To Be' recommendations, Designed and Implemented market research projects

EDUCATION

Master in Business Administration (MBA) from Biju Patnaik University of Technology (BPUT) Odisha, India, June 2006

Biju Patnaik University of Technology (BPUT) is the technical university in Odisha state of Eastern India. BPUT has been established by an Act of the Assembly, Government of Orissa in June 2002. All Engineering, Pharmacy, Architecture and most of the colleges offering MCA and MBA degree programmes are either constituent or affiliated colleges of this University. (<http://www.bput.ac.in/>)

Master of Art (MA) in English from Ravenshaw (autonomous) University, Odisha, India 2003

Utkal University is in Bhubaneswar city in Odisha state of India.(<http://www.utkaluniversity.ac.in/>) Ravenshaw College was affiliated to UU and later became Ravenshaw University.(<http://ravenshawuniversity.ac.in/>)

Bachelor of Art (BA) from Ravenshaw (autonomous) University, Odisha, India 2001

Ravenshaw autonomous College is one of the oldest colleges in India and later became Ravenshaw University.(<http://ravenshawuniversity.ac.in/>)

Diploma in Computer Application from Ravenshaw (autonomous) University, Odisha, India 2002

Ravenshaw autonomous College is one of the oldest colleges in India and later became Ravenshaw University.(<http://ravenshawuniversity.ac.in/>)

TRAININGS

ISO 9001 Quality Management System Requirements (Third world Consulting, India)

Functional Requirements of Business Process Development (HDF School of Management)

Result based Project management and logical framework approach (HDF School of Management)

SKILLS AND LANGUAGES

Skilled in computer based presentation, Proficient in Office Applications, Strong in Business Proposal Development
Proficient in ENGLISH, HINDI, ODIA and working knowledge of THAI Language

PERSONAL PROFILE:

Gender: Female

Status: Married

Nationality: Indian

DOB: 1st July 1981

REFERENCES

References available upon request