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**Amit Ranjan Das**

**Phone:** +91-7789890267/7978358061

**E-Mail:-amit.amit ranjandas.das279@gmail.com**



A result-driven professional, targeting challenging assignments in **Human Resources Management** with an organization of high reputation

Location Preference: **Bhubaneswar**

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**PROFILE SUMMARY**

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* Professional in Admin, Corporate Liasoning , Marketing & Sales with **nearly 19 years** of rich experience in Administration & corporate Liasoning.
* Rich experience in Recruitment, Learning & Development, Implementation of Administration Initiatives, Performance Management System (PMS), Welfare Policy, EPF, Employee Engagement.
* Partnered at all organizational levels to implement strategies aligned with organizational objectives; developed strong, positive relational networks and supported departments company-wide.
* Designed and implemented new benefit programs to support the newly organized business unit
* Successfully managed end-to-end involvement in vendor management, rate negotiation & finalization and monitoring of vendor performance.
* Excellent in implementing compensations & benefit plans, reward & recognition schemes, performance evaluation, effective communication across the organization in compliance with labour/administrative laws
* Track record of empowering employees to voice their opinions / grievances on a common platform as well as arriving at productive agreements as management representative.



**Job Responsibility**

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Responsible for training, promotion, branding, Media marketing research, planning,designing

Achievements the client relationships, keeping the pulse on the market and handling the queries raised by the client.

Responsible for follow-ups with clients to ensure that payments/collections are received within stipulated time.

Handling and managing the operational, promotional and all marketing activities of the organization.

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|  | **ACADEMIC DETAILS**     * **MBA From ICFAI University (Marketing & finance combination)2008** * **MCA From IGNOU 2006** * **M.Com from Utkal University with (Marketing Management) 2003.** * **CIC in Computer from IGNOU 2003.** * **PGDIT in Computer Zenesys Academy 2001** * **Graduate in commerce (Account’s’Hon’) 2000** |  |  |
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**ORGANISATIONAL EXPERIENCE**

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#### Dunnage spirits pvt ltd

AUGUST 2017 to March 2020

**Nature of Job: -Manager (Admin & Sales)**

**Company Profile: -Manufacturer of IMFL & Beers**

**Job Responsibility: -Administration, HR, Legal, Production & Sales Branding .**

**Reporting to: -Managing Director**

#### Gandhi Engineering College, bbsr

#### October 2014 to August 2017

**Nature of Job: -Manager (Training & Placement)**

**Company Profile: - Educational Institute Part of Gandhi Group.**

**Job Responsibility: -Student Placement & Corporate Relations.**

**Reporting to: -Director (training & placement) & Vice Chairman**

#### kamyab Television pvt. ltd,

##### January 2014 to October 2014

**Nature of Job: -MANAGER (Head in AD, Sales &Specialised in Corporate Marketing)**

**Company Profile:-Infotainment, Overseas, Infrastructure, Exports & Pharmacy Job**

**Responsibility: -General Administration & government** liasoning **.**

**Reporting to: -MD & Chairman**

**THRIVEN MARKETING INDIA LTD.**

JUNE 2010 TO JANUARY 2014

**Nature of Job: -ZONAL MANAGER (Head in corporate Marketing)**

**Company Profile: -Hospitals, Health care, Infrastructure, Pharmacy & Agricultural Job**

**Responsibility: -Administrative, Marketing, Corporate Sales & training.**

**Reporting to: -Country Head & CEO.**

**U TECH SERVICES PVT. LTD.**

JULY 2007 TO APRIL 2010

**Nature of Job: -Administration & Training. (Training Manager)**

**Company Profile: - Channel partner of Tata teleservices& others.**

**Reporting to: -General Manager.**

**SMILAX HEALTHCARE PVT. LTD.**

MAY 2004 TO MAY 2007

**Nature of Job: -Area Sales Manager.**

**Company Profile: Dealing with Pharmacy, Herbal, Ayurveda& OTC**

**Reporting to: -Zonal Manager**

**TAJIMA ASA BHANU TOOLS PVT. LTD.**

JULY 2001 TO MAY 2004

**Nature of Job: -Marketing Manager**

**Company Profile: -FMCD, House hold goods and Industrial tools.**



**IT SKILLS**

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* MS Office Package & MIS Analysis



**PERSONAL DETAILS**

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**Date of Birth:**

**Languages Known:**

**Address:**

**Skill & ability**

10th Jun 1980

English, Hindi, Oriya

Plot no:-7265,Adimatacolony

Backside GRP out post

Mancheswar

BBSR.

* Strong organizational skills and ability to make decisions.

Ability to enthuse, inspire and motivate others.

IT literate and confident user of databases.

Strong written communication skills and the ability to write for and

Speak to a range of different audiences.

Excellent attention to detail and a high level of accuracy.

### DECLATATION

**I hereby, declare that all the statement made below in the bio-data is true & correct to be the best of my knowledge and belief.**

**Place: Bhubaneswar**

**Date: Amit Ranjan Das**