

SRIJITA DE

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PROFESSIONAL SUMMARY

Results-driven and proactive professional with over 7 years of international trading experience, primarily handling European clients. Proven success as a team leader and process coach, with demonstrated ability in training, procurement, negotiation, and strategic goal achievement. Skilled in managing cross-functional teams, driving purchase targets, and maintaining operational excellence. Technically proficient and committed to continuous process improvement.

PROFESSIONAL EXPERIENCE

Team Leader & Process Coach

Ozeol International - April 2024 - Present

- Conduct On-the-Job Training (OJT) for new recruits to ensure seamless integration into the operational team.
- Maintain stable attrition rates from OJT phase to full operations.
- Lead and mentor a team of 16-18 members to source overstock products from suppliers, manufacturers, and exporters.
- Achieve purchase targets through effective product procurement for a European hypermarket retail chain.
- Foster a collaborative team culture to drive high performance and resolve operational challenges.
- Organize motivational initiatives and team-building activities to enhance employee engagement and performance.

International Buyer

Ozeol International - May 2018 - December 2021

- Drove business growth by identifying and establishing relationships with prospective suppliers in India and Bangladesh.
- Closed high-value procurement deals under challenging pricing conditions.
- Negotiated key contract terms including pricing, delivery, incoterms, quantity, and quality standards.
- Specialized in sourcing overstock items across various categories including leather goods, kitchenware, stationery, footwear, furniture, and home textiles.

Senior IT Faculty

Sikkim Manipal University - Distance Learning - August 2010 - December 2017

- Delivered postgraduate (MCA and MBA) and undergraduate-level IT courses to working professionals.
- Supervised classroom activities, ensuring alignment with academic standards.
- Managed classes of 30+ professionals, tracking performance and providing additional support where necessary.

EDUCATION

Master of Computer Applications (MCA)

Netaji Subhash Engineering College, WBUT - 2010

DGPA: 8.59

Bachelor of Science (Physics)

Vidyasagar College, Calcutta University - 2007

Grade: 44%

Higher Secondary (12th)

WBCHSE - 2004

Score: 69.8%

Secondary Education (10th)

WBBSE - 2002

Score: 87%

SKILLS

Core Competencies:

- Strategic Procurement & Sourcing
- Team Leadership & Development
- Process Training & Coaching
- International Trading & Export Management
- Contract Negotiation
- Analytical Decision-Making
- Adaptability in Dynamic Work Environments

Technical Skills:

- CRM Tool: Selligent
- MS Office Suite
- SQL (Oracle)

ADDITIONAL INFORMATION

Languages: English, Bengali, Hindi

Personal Interests: Reading, Cooking, Photography, Creative Writing

Date of Birth: 06 July 1986

Marital Status: Married

Nationality: Indian