

# Mohit Bihani

Manager

Professional with experienced managerial skills looking for challenging opportunities



## Contact

### Address

West Midnapore, West Bengal  
721124

### Phone

9382499029

### E-mail

mbihani7@gmail.com

### LinkedIn

<https://www.linkedin.com/in/mohit-bihani-a40989a9/>



## Skills

Microsoft Word	●●●●● Advanced
Microsoft Power Point	●●●●● Advanced
Microsoft Excel	●●●●○ Upper intermediate
Zoho CRM	●●●●○ Upper intermediate



## Work History

2022-10 -  
Current

### Accounts and Product Management

*Pravin Kumar Agarwal Comp., Siliguri, West Bengal*

- Ensured smooth day to day operations related to accounts and product
- Managed operations side of the business alongside accounts and product

2022-06 -  
2022-10

### Production In-charge

*Rathi Industries, Ahmedabad, Gujarat*

- Look after plant and staff's safety measures
- Performed cost optimization & retain quality
- Ensure great customer experience and customer satisfaction
- Ensured excellent productivity of team members

2019-09 -  
2022-03

### Warehouse Manager

*Rateria Laminators Pvt. Ltd., Siliguri, West Bengal*

- Kept documentation and records accurate and up-to-date with latest data to prevent errors in processing or delivery.
- Evaluated incoming shipments for quality issues and processed unacceptable materials for return.
- Met environmentally controlled warehouse operational needs through smooth staffing and resource allocation.
- Completed timely and accurate daily logs to keep internal reporting accurate and track materials movements.

2017-08 -  
2019-07

### Administration and Accounts Manager

*Savy Electric Vehicles Pvt. Ltd., Ahmedabad, Gujrat*

- Collaborated with purchase department to reconcile vendor invoices and facilitate payments.
- Completed filings and upheld strict compliance with regulatory agencies and supervisors.

Tally	●●●●○	Upper intermediate
Internet	●●●●●	Advanced
Management	●●●●●	Advanced

## Languages

Hindi	●●●●●	Advanced
Bengali	●●●●●	Advanced
English	●●●●○	Upper intermediate

2016-06 -  
2017-07

- Generated financial and operational reports to assist management with business strategy.
- Managed day to day banking, book keeping and communications.

### Senior Customer Relationship Manager

*Shri Shriji Coop. Credit & Supply Society Ltd.,  
Ahmedabad, Gujrat*

- Supervised daily operations and sales functions to maximize revenue, customer satisfaction and employee productivity.
- Managed customer relations on ongoing basis to maximize customer retention.
- Reviewed overdue tickets and followed-up with customer support personnel to resolve root cause of delay.
- Maintained daily cash book, banking and reporting to management.

## Education

2013-06 -  
2015-06

### Bachelors in Commerce: Marketing Management And Research

*K.D. College of Commerce And General Studies -  
West Bengal*

2010-06 -  
2012-06

### High School Diploma

*Balichack Bhajahari Institute - Balichack (West Bengal)*

Commerce (Honors)

### No Degree: Basics of Computer

*ICA Midnapore Computer Centre - West Bengal*