

ABOUT ME

With 18+ years of professional experience, I am eager to enhance my career within a leading, high-tech corporate setting, surrounded by committed and dedicated individuals. My goal is to fully immerse myself in my role, unlocking my potential while being an integral part of a dynamic team. I thrive in challenging and creative

environments, bringing determination and a steadfast commitment to continually contribute to my organization's success.

My expertise spans Business Partner Management, SLA Measurement, and robust Team Management, including setting collective goals and driving team performance. I am adept at implementing new systems, fostering positive Employee Relations, and excelling in Supervisory roles. My problem-solving abilities are evident in my approach to Issue Resolution and adept Meeting Planning.

Furthermore, I am proficient in generating Purchase Orders, measuring PO Quantities, and meticulously reviewing Invoices before granting final approval for payment. My dedication to hard work and innovation is matched by a continuous desire for learning and growth, making me a valuable asset to any forward-thinking company.

SKILLS

GOAL SETTING

BILLING

BUSINESS DEVELOPMENT

PLANNING

COST REDUCTION

MANAGEMENT

EMPLOYEE RELATIONS

SOURAV
DAS

REGIONAL/ZONAL
MANAGER

-  42, Baishnabghata Road; Garia;Kolkata-47, West Bengal, India
-  +919830815047
-  souravdas50@gmail.com

WORK EXPERIENCE

CONNECT INDIA
ECOMMERCE
SERVICES PVT LTD
Kolkata
Oct 2024 - Jan 2025

Zonal Manager Administration East and North East

- Expertise in Single Vendor Negotiation, overseeing CAPEX from initiation to completion, including auditing processes.
- Adept at Service Level Agreement (SLA) metrics and performance analysis.
- Strong Team Leadership, fostering goal alignment and efficient workflow within the team.
- Proven track record in System Implementation, enhancing operational efficiency.
- Effective at Supervision and Conflict Resolution, maintaining a harmonious work environment.
- Experienced in Organizational Skills, with a focus on strategic Meeting Coordination.
- Mastery in Management Information Systems (MIS), including Purchase Order (PO) creation and oversight.
- Diligent in Inventory Control, ensuring accurate PO quantity tracking.
- Responsible for Invoice Verification and authorizing final payments, maintaining financial integrity.

XPRESSBEES
(BUSYBEES
LOGISTICS
SOLUTIONS PVT.
LTD.)
Kolkata
Aug 2023 - Oct 2024

Regional/Zonal
Manager

- Proficient in Business Partner Relations, Business Development and Project Management, from initial agreements to the establishment of new offices around 262 facility numbers.
- Expertise in Single Vendor Negotiation, overseeing CAPEX from initiation to completion, including auditing processes.
- Skilled in Administrative Financial Management, encompassing budgeting and provision strategies monthly 2.0 Cr.
- Adept at Service Level Agreement (SLA) metrics and performance analysis.
- Strong Team Leadership, fostering goal alignment and efficient workflow within the team.
- Proven track record in System Implementation, enhancing operational efficiency.
- Competent in Employee Engagement, ensuring positive workplace relations.
- Effective at Supervision and Conflict Resolution, maintaining a harmonious work environment.
- Experienced in Organizational Skills, with a focus on strategic Meeting Coordination.
- Managed a robust team of 16 across Eastern and North-Eastern regions, driving regional success.
- Mastery in Management Information Systems (MIS), including Purchase Order (PO) creation and oversight.
- Diligent in Inventory Control, ensuring accurate PO quantity tracking.
- Responsible for Invoice Verification and authorizing final payments, maintaining financial integrity.

DTDC EXPRESS
LIMITED
Kolkata
Oct 2019 - Aug 2023

Manager-Administration

- Expertise in Business Partner Management and seamless execution of new projects from initial agreement to final office setup.
- Proficient in Single Vendor Format, encompassing comparison, CAPEX initiation, and closure, complemented by thorough auditing.
- Skilled in managing Administration Financial Accounts with a strong focus on Provisioning and Budgeting.
- Adept at Service Level Agreement (SLA) measurement and enhancement.
- Demonstrated leadership in Team Management, fostering a collaborative environment for Work Allocation and Goal Setting.
- Successful in implementing new systems to streamline administrative processes.
- Strong background in Employee Relations, ensuring a harmonious workplace.
- Competent in Supervision and Issue Resolution, maintaining operational excellence.
- Experienced in organizing and planning meetings for optimal time management and productivity.
- Proficient in Management Information Systems (MIS), including Purchase Order Generation, PO Quantity Measurement, and Invoice Verification for payment approval.

SYNOPSIS

VENDOR MANAGEMENT

SECURITY ANALYSIS

REDUCTION (COMPLEXITY)

BUDGETING

TOURISM

INNOVATION

MARKET SHARE

FINALIZATION

TAGLINE

DILUTION OF PRECISION (GPS)

TEAM MANAGEMENT

RISK MANAGEMENT

MANAGEMENT SKILL

LANGUAGES

ENGLISH

BENGALI

HINDI

HOBBIES

/CERTIFICATION •COMPLETED VARIOUS TYPE OF INTERNAL JOB TRAINING, COST REDUCTION PROJECT, YELLOW BELT PRELIMINARY,TEAM ISSUANCE AND MOTIVATION,MANY MORE RELATED TO INDUSTRY SPECIFIC. •PROJECT UPGRADATION AND IMPLEMENTATION LIKE CURE,E2E,ETMS,MNS. PROFESSIONAL ACHIEVEMENTS •VARIOUS TYPES OF REWARD AND RECOGNITION RECEIVED DURING THESE 18 YEARS FROM HUMAN RESOURCE,FINANCE UNDER GEM,TOP TALENT,GLADIATOR,AND MANY MORE TAGLINE. HOBBIES/INTERESTS •SPORTS LIKE CRICKET,FOOTBALL.READING MAGAZINES.

CONCENTRIX DAKSH SERVICES PVT LTD

Kolkata
Jul 2006 - Aug 2019

DEVELOPMENT TOURISM

Kolkata
Nov 2005 - Jul 2006

CADILA HEALTHCARE LTD

Kolkata
Mar 2005 - Aug 2005

EDUCATION

EMPI BUSINESS SCHOOL

New Delhi
2005

Deputy Manger Administration(Former

- Expertise in Administrative Management and Business Partner Relations
- Proficient in Service Level Agreement (SLA) Metrics and Analysis
- Skilled in Team Leadership and Objective Alignment
- Adept at System Implementation and Process Optimization
- Strong focus on Employee Engagement and Relationship Management
- Experienced in Supervisory Roles and Effective Issue Resolution
- Proficient in Organizing and Coordinating Meetings
- Mastery of Management Information Systems (MIS) Operations
- Capable of Efficient Purchase Order Creation and Monitoring
- Diligent in Invoice Verification and Payment Approvals

Employee

- Managed daily client rostering efficiently.
- Oversaw supervisor operations to ensure optimal performance.
- Coordinated with sub-vendors for streamlined service delivery.
- Executed accurate invoice generation for client billing.
- Finalized billing processes with meticulous attention to detail.
- Resolved client issues promptly, maintaining high satisfaction levels.

Business Development Officer

- Spearheaded Business Development initiatives by strategically promoting new and existing products to healthcare professionals.
- Conducted daily visits to physicians, effectively communicating product benefits to drive brand awareness and adoption.
- Monitored stock levels through regular C&F (Carrying and Forwarding agents) engagements, ensuring optimal product availability.
- Expanded market penetration by establishing and nurturing relationships with distributors and local pharmacies.

Post Graduate Diploma in Business Management Marketing (Major) SCM (Minor)

SUMMER INTERNSHIP PROGRAM

- 6th May to 6th July 2004. Havell's India Ltd. Kolkata.On "Protection Trend: Fuse To Fuseless; Product:Miniature Circuit Breaker (MCB)".

- Nature of work:Testing the market potential and opportunity to increase the market share of MCB. Plans to meet the distributors and try to know about market segment, target people. Getting knowledge of how competitors are performing,what they are offering to Customers.

WINTER INTERNSHIP PROGRAM

- Winter training: 16th Dec to 27th Dec 2003. Allahabad Bank, Kolkata. On "Risk Management And Security Analysis"at Fund Management And Investment Department in Head Office of Allahabad Bank.

- Nature of work: To know how Allahabad Bank invests in large project work, what are the parameters for the measure of a big

**DINABANDHU
ANDREWS COLLEGE.
UNIVERSITY OF
CALCUTTA**

Kolkata
2002

**JODHPUR PARK
BOYS SCHOOL**

Kolkata
1999

investment, how they can assure that this project will be profitable.

● **Bachelor of Science**

- Earned B.Sc. Hons in Chemistry from the University of Calcutta.

● **Higher Secondary**

- Specialized in Pure Science with a focus on Biology during Higher Secondary education.