

Arghyajyoti Dey Sarkar

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CAREER ASPIRATION

Seeking a position in the concerned area to utilize my abilities and skills in the field of technology that offers security and professional growth while being resourceful, innovative and flexible. To leverage my considerable all-round management and operational skills and my proven experience in the marketing, administration and service levels of any medium - large scale organizations.

PERSONAL SKILLS AND COMPETENCIES

- Comprehensive problem solving abilities and willingness to learn. Hard working ability in any condition or any situation.
- Goal oriented, highly focused & self motivated who excel in high pressure situation.
- Maintain punctuality in every step of my life, Result-oriented and goal-driven, MIS, Employee Engagement.
- Ability to perform well with little or no supervision, Employee Relations.
- Good judgment, initiative, commitment, resourcefulness, Performance Management.
- Creative thinking and critical thinking abilities, Investigative expertise of highest order.

PROFESSIONAL SYNOPSIS

Having 7+ years experience in which is 5 years of functional experience in Operational manager. 6 months of experience in CASA sales and 3 months of experience in Executive Sales (B2B loan segment) and 2 years of Operational, Sales and Marketing.

AREA OF EXPERTISE

- *Responsible for day to day Operations.*
- *Handling accounts.*
- *Actively find ways to better promote our agency to increase our customer base.*
- *Negotiate pricing and commission models with external stakeholders and partner travel companies.*
- *Lead the team and guide, assist, and support where necessary to ensure great employee satisfaction and retention.*
- *Promote and market the business, sometimes to new or niche markets.*
- *Implement alternative and innovative ideas for achieving new business.*
- *Advise clients about the risks, consequences, and benefits of alternative lending solutions.*
- *Consulting with clients about their lending needs to help them achieve their financial goals, including the collection and analysis of information about the client's financial situation.*
- *Develop loan applications by evaluating applicant information and documentation.*
- *Completes loan contracts by explaining provisions to applicant, obtaining signatures and notarizations, and collecting fees.*
- *Prepares and submits timely and accurate loan files.*

- *Helps customers by answering questions and responding to requests.*
- *Accomplishes bank mission by completing related results as needed.*
- *Making calls & taking telephonic interviews.*
- *Short-listing the resumes according to job description and sending the short listed resumes to the client company.*
- *Conduct walk -in-interviews.*
- *Maintaining Leave/attendance records of employees and sending it to the Finance department on a monthly basis.*
- *Involves in salary negotiation and salary freezing and ensuring the joining of the selected candidates*
- *Maintain a database of student academic and employment records.*
- *Maintaining all the office required documents and records also.*
- *Customizing and execution of Enterprises structure.*
- *Configuration of SD master data like Customer and Material. Maintenance of customer and material Masters for Sales areas and condition record for prices.*
- *Configurations of Sales document type for various sales scenarios with appropriate Copy Control.*
- *Configuring the Item category and schedule line category determination for various sales scenarios.*
- *Determination of pricing procedure, output determination and shipping conditions.*
- *In depth Knowledge of working with Order Management Cycle.*
- *Exposure to special business processes like Make to Order, Third Party Order and Consignment process.*
- *Effective communication, leadership, team dynamics and issue resolution skills.*
- *Good Team player and self motivated professional with good knowledge of business processes*
- *Having a will to learn continuously and increase the set of skills necessary with open minded and positive approach.*
- *Successfully contributed my knowledge towards completing the projects in time with desired results.*
- *Good analytical, problem solving, interpersonal, communication and presentation skills.*

SKILL SET

SAP

- ✎ *Understanding business process, study and analyses workflow to design solutions.*
- ✎ *Conducting gap analysis, assess scope of studies & suggest solutions through ERP.*
- ✎ *Handling configuration of various documents, order type, delivery type, item category, and billing type.*
- ✎ *Integration with other modules, integration / unit testing, End users training, Post Go-live support.*
- ✎ *Defining SD organizational units and assigning them in customizing.*
- ✎ *Creating master data for customers, materials and customer -material info records.*
- ✎ *SD Process: creating sales documents. Controlling them using document type in IMG.*
- ✎ *Item category (determination) item level.*
- ✎ *Schedule line category at schedule line level*
- ✎ *Shipping process: From delivery to PGI.*
- ✎ *Billing process: billing types and various*
 - *Functions (e.g.: credit/debit memos, cancellation)*
 - *Billing plans and agreements.*

- ✎ Pricing: Using condition technique i.e.: Procedure, condition types, access sequence, condition tables and condition records, pricing procedure determination.

Technical

ERP : SAP R/3 4.6 & 4.7, SAP ECC 6.0- SD
OS : Windows 2003 server, 2000 server, XP,
Database : MS Access
Tools : MS Excel, PowerPoint, Word
Languages : C.

PROFESSIONAL WORK EXPOSURE

- ❖ Presently working in Sikkim Beauty Tours & Travels, Siliguri as a Travel Agency Manager, dealing in Operational Expertise, Sales and Marketing.
Duration: - April-2022 to till date.
- ❖ 3 months of Executive Sales (B2B loan Segment) in Axis Bank Ltd. Coochbehar Branch.
Duration: - June-2019 to August-2019.
- ❖ Having 3+ years Experiences as a SAP Consultant in Repeat Solution, Kolkata.
Duration: - March 2016 to April 2019.
- ❖ 2 years of Functional Expertise in HR recruiter.

Organization : - UN Technology
Designation : - HR recruiter.
Duration : - October, 2013 to January, 2016.
- ❖ 6 months of CASA sales in HDFC Bank Ltd, Lake Town branch, Kolkata.
Duration: - January-2012 to June-2012.

Scholastics

- ✎ Completed Bachelors of Computer Applications from Doors Academy of Technology and Management under West Bengal University of Technology, Kolkata in 2011 with 74.10%.
- ✎ 12th from West Bengal Council of Higher Secondary Education (WBCHSE) in 2008 with 51.2%
- ✎ 10th from West Bengal Board of Secondary Education (WBBSE) in 2006 with 55.75%

Other Qualifications

- ♣ Completed CBFS (Certificate in Banking & Financial Services), under NIIT IFBI (Institute of Finance, Banking & Insurance), Kolkata in the year 2011
- ♣ Done a course on Computer Fundamentals, MS Office, Internet and Soft Skills under (NCVT) National Council for Vocational Training in the year 2010.

Characteristic Strengths

- √ Quick learning and implementing capability
- √ Confidence
- √ Team member and motivator as well
- √ Responsible attitude
- √ Positive Attitude and Enthusiasm
- √ Listening skills
- √ Customer communications
- √ Self-management

Personal Particulars

Name: Arghyajyoti dey Sarkar.

Father's name: Mr. Alok deysarkar.

Date of Birth: 14th July, 1990.

Sex: Male.

Marital Status: Married.

Nationality: Indian.

Category: General.

Languages Known: English, Hindi, and Bengali.

Interests: Reading Books, Listening music, Singing, Cooking, and playing Football.

Place: SILIGURI

Arghyajyoti Dey Sarkar

(Signature)