



SUMI DAS

Contact

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Languages

Assamese

Hindi

English

Bengali

Profile: Back Office (MIS)

- ❖ Preparation of daily/weekly/monthly MIS Reports.
- ❖ Looking after retail channel management.
- ❖ Dealing & Conducting meetings with channel influencers.
- ❖ Have experience in generating customer leads through various channels.
- ❖ Monitoring Stock at Dealer's outlets to maintain optimum stock and avoid stock-out.
- ❖ Organizing by-monthly meet for Architect/Influencers/ consumer meets as per plan
- ❖ Explaining the working of schemes/initiatives and getting the buy-in for dealers.
- ❖ Coordinating with DGM Sales/ Team Leaders for the fulfillment of orders
- ❖ Undertaking Account reconciliation with the dealers every month
- ❖ Managing dealer's outstanding.
- ❖ Stock Reconciliation with the yard.
- ❖ Sales coordination with the client, sales team & stockyard.
- ❖ Following up with the supplier for materials.
- ❖ Generating Sales orders.
- ❖ Gift dispatched for Consumers / Masons / Architect Meet.
- ❖ Processing orders for materials for both domestic and/or international requests in accordance with the company policy and practices
- ❖ Customer Dealing (Real Estate) with regards to query management.
- ❖ Creating Agreement / Sales Deed / official documentation with regards to property registration/loan sanction etc.

Skill Highlights

- Tally
- Customer Services
- Relationship Management
- Tele Calling
- Query Management
- Ms Office

Experience

- ❖ HILLS CEMENT CO. LTD. (TAJ CEMENT): As Back Office Executive from 17th Nov'2016 To 2nd February 2018
- ❖ SHYAM SEL & POWER LTD. : As MIS Executive from 5th Feb'2018 to 13th April 2019.
- ❖ R. D MERCANTILES PVT LTD. DISTRIBUTORS: A Authorized Distributor of SRMB TMT BAR. Dealing with entire NORTH-EAST zone retail outlets. Joined on 15th April 2019, as MIS Executive & later looked into certain Real-Estate Projects too.
- ❖ NORTH EAST INFRA NETWORK: A Authorized Distributor of JSW Neo Steel. As MIS Executive from **19th OCT'2020 To Present**

Education

- B. A. from L.C.B College in 2014.
- H.S. from P.G.M College in 2011.
- H.S.L.C. from Board of Secondary Education in 2009.

Certifications

6 months Tally Course in 2014.

Hobbies

- Travelling
- Listening to Music
- Debates & Discussions