

MOULI BASU

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CAREER OBJECTIVE:

To achieve a challenging position in an organization, where my capabilities can be explored for the growth of organization with an ample scope for career growth.

WORK EXPERIENCE:

PDP PRIVATE LIMITED November 2020-Till Date): Administrator cum MIS Executive

- Assigning deadline for teams and schedules.
- Preparing and analyzing reports based on monthly working.
- Responsible to submit the reports of the vehicle conditions daily.
- Upgraded staff skills, allocated responsibilities and improving service and response on times.
- To send reports to the Executive for requirement of more vehicles.
- To maintain the daily database and attendance of the drivers for accounts section.

DTDC Express Ltd. (June 2019-October 2020): MIS Executive

- Preparing and analyzing reports based on monthly working.
- Arranging the delivery/pick up of their shipments.
- Preparation of MIS Reports relating to sales and finances.

Gati Kwe Limited: - (July 2016-May 2018): MIS Coordinator

- Communicating with suppliers and connect them with local distributors.
- Creating spreadsheets for collecting financial, personnel and product data.
- Updating spreadsheets to keep pace with changing needs of department.
- Recommending optimal route for emerging product line, resulting in profit margin.

Valvetech Engineers: - February 2015 to July 2016

Back Office Executive: -

- Supporting Sales team.
- Data Managing of all the purchase and sales items.
- Managing records of all the employee.

IBM: - February 2012 to December 2014

Senior Executive: -

- Open and maintain customer accounts by recording account information.
- Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
- Recommend potential products or services to management by collecting customer information and analyzing customer needs.

EDUCATION:

Bachelor's in business administration From DAITM affiliated by West Bengal University of Technology with 6.5 CGPA.

SKILLS:

- Analytical and problem-solving skills.
- Strong technical skills.
- The ability to work well under pressure.
- Team working skills.
- Organization and time management.
- Good Hands-on Microsoft Office (Excel, Word etc.)

HOBBIES & INTEREST:

- Dedicated Learner.
- Enthusiastic about designing and home remodeling.
- Passionate about music and holding degree in Arts and Crafts. ☑ A bookworm and love to travel different places.

PERSONAL DETAILS:

Date of Birth: 10/06/1990

Father's Name: LATE Ram Gopal Basu

Marital Status: Married

Language Known: Hindi, English, Bengali.

DECLARATION

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Mouli Basu

Signature:

Date: