

# SUBHADIP DUTTA

PATPUR, BANKURA

PO+PS+DIST-BANKURA

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## PROFESSIONAL PROFILE

I am an enthusiastic and dedicated professional with extensive experience across all areas of retail management. An exceptional worker who is able to develop and motivate others to achieve targets, I can demonstrate a strong ability to manage projects from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment.

## OBJECTIVE

I am now looking to progress into a senior management position within the retail sector. I am therefore keen to find a new and suitably challenging role within a market-leading organization.

## CAREER SUMMARY

- One year assistant as a teacher in “BANKURA YOUTH COMPUTER CENTRE”
  - 1} To be maintaining the student’s and solved his/her problems.
- CUSTOMER SERVICES EXECUTIVE AT DHANNANTARI (2012)
  - 1} Managing and developing stores.
  - 2} Maintaining monthly incentive program and cost justifying.
  - 3} Creating and introducing in-store customer awareness and feedback forms with most useful results.
- STORE AND PURCHASE ASSISTANT AT THE MISSION HOSPITAL (Durgapur) (2013 to 2022)
  - 1} AS a Store & Purchase assistant I am able to do all kind of Necessary work to maintain Supply chain management, Like Monthly Budget Prepared, Purchase Order making, Suppliers Follow-up, Rate Negotiate, Substitute Supplier Create, Reorder Level maintaining, Short Expiry & Non Moving Items Suppliers Return Process.
  - 2} Managing 7 convenience stores and Trainer of store for whole Hospital
  - 3} Encouraging the highest possible standards of customer service from the smooth day-to-day operation of the stores
  - 4} Maintaining good staff relations through effective communication, leadership, discipline & motivation
  - 5} Reporting to the doctor, Seniors, Managers regarding service quality, stock problem, Short Quality materials and any other problem.
- PURCHASE EXECUTIVE AT “Ambey Mining Pvt. Ltd.” (2022 to Present)
  - 1} R&D
  - 2} Vendor Management & Development.
  - 3} Rate Negotiation & Compression.
  - 4} Purchase order process, Maintain Materials (plumbing materials, fittings, spare parts, electrical materials, civil material) & also Maintain Assets Material, Etc.

## EDUCATION AND QUALIFICATIONS

Madhya mike: With 60.25% from W.B.B.S.E On 2008  
H.S: With 54.40% from W.B.C.H.S.E. On 2010  
B.A: With 71.77% from S.U on 2013

## KEY IT. SKILLS

- WORD, Ms WORD, Ms ACCESS, Microsoft Excel, POWERPOINT, VISUAL BASIC, INTERNET & EMAIL, TALLY.

## PERSONAL DETAILS

Father name :- Lt. Badal Dutta  
Date of Barth :- 06<sup>th</sup> June 1992  
Nationality :- Indian  
Sex :- Male  
Language Known :- Bengali, English, Hindi.  
Declaration :- All the above statements are true & best of my knowledge.