

GOPAL DAS

C/o- Santosh Behera
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Objective :

Looking for a suitable position in an Organization where I can utilize my technical qualification, experience and exposure efficiently to meet the challenges and to excel in my field.

Professional:

- 1-Now Working as Overall Sales and Service Manager in **Carsen Automotive** dealing mainly with Lubricants and Auto Spareparts sale with service from December 2020 to till date..
2. Worked as Asst. Officer at **Usha International Ltd** from June 2015 to August 2020.

Job Responsibility:

- Handling Company retail store: Dealing with Project sale, Handling Business to Business and Business to Customer.
- Entire office Management and statutory works.
- Maintaining Inventory and Equipments as well as fix asset.
- Billing using SAP.
- Vendor code creation.
- Special Order punching and Clearing the order to generate bill and dispatching the materials from warehouse.
- Maintaining Aging stock report.
- Successfully preparation of Term end report.
- Handling purchase and procurement of all require materials.
- Perfect coordination with Location staff and with wareHouse staffs.
- SKU wise sale report preparation for monthly commission .
- Filing of Important Document.
- Proper maintain of Inward and outward stock report.
- Timely updating the records.
- Handling Regular basis of MIS and send it to Head Office.
- Monitoring House Keeping Staffs.
- Successfully handling the stocks.
- Processed cash and credit payments rapidly and accurately.
- Assisted customers with product selection and queries.
- Investigated and resolved customer complaints.
- In time reporting at office and obey company rules.

3. Worked as sales executive in blue lily beach resort, a unit of Niladri BuildTech Pvt Ltd from October 2013 to December 2014.

Job Responsibility:

- Dealing with corporate sale.
- Hotel sale by meeting corporate heads to procure business.
- Provides courteous and knowledgeable customer service.

4. Worked as General Insurance Executive in **Sundaram Finance Ltd.** under Aparajitha Dynamic Synergies from **Oct'2011 to July 2013.**

Job Responsibility:

- New Vehicle Insurance(Private & Commercial) as well as renewals .
- Inside and outside sale of the Product like:Vehicle Finance (Cars, Trucks, Lcv, Scv, Machines and Tractor Loans), Home Finance, Mutual Funds, L I and FDs.
- File Maintenance with Prepare Computerized Confidential Documents.
- Excellent Co-ordination, Communication & Supervision over all satisfaction of customers as well as Core-Branch.
- Handle Regular basis of MIS for General Insurance, Vehicle Finance, Mutual Fund, LI and Fixed Deposit.
- Cash Management &All types of Transaction related to Bank.
- Daily Report sends to RO and HO for development of Organization.
- Preparing fast track Proposal for approving finance on vehicle.

Academics :

- **MBA** in HR & Marketing from Punjab Technical University in the year 2014.
- **M.A** from Ravenshaw (Auto) College in the year 2006.
- **+3 Arts** from Ravenshaw (Auto) College in the year 2004.
- **+2 Arts** from J.K.B.K (Govt.) College in the year 2001.
- **H.S.C** from B.S.E, Cuttack in the year 1999.

Technical :

- Post Graduate Diploma in Computer Application (PGDCA).

Skills and Abilities:

- Punctual, efficient and well mannered.
- Hard working, positive attitude, willingness to take on responsibilities.
- Interpersonal skills, team building skills, willing to lead the pack.
- Willingness to accept problems and challenges.
- Create time bound action plans to achieve the goals.
- To eliminate negative thinking in the systems, win people to their way.

Language Proficiency:

- English, Hindi & Odia.

Personal Details:

Father's Name : Mr. Pravakar Das

Permanent Address : At - Sadansa
Po - Kapasi
Via - Niali
Dist - Cuttack
Pin -754004, Odisha.

Date of Birth : 20.05.1984

Marital Status : Married

Religion : Hinduism.

Nationality : Indian.

Declaration:

I hereby declare that all the above statements are true to the best of my knowledge and belief.

Date:

Place:

Signature