

# Alik Chakraborty

## OBJECTIVE

Always ready to challenge the best and to change every assumption and interpretation

## EXPERIENCE

- Sales Coordinator** 16/08/2022 - Currently working  
Sai Sulphonates Pvt Ltd (Fogla group)  
Payment recovery, Quotation preparing, mailing, mail drafting, entire Data Operation, database management & updates, query handling, supply support, sales support, accounts reconciliation against individual parties, Client coordination and cooperation, tender papers and procurement operation, tender submission, reverse auction operation, PSU handling, Client relationship management, market research etc.
- Client Coordinator** 1/11/2019 - 31/07/2022  
C J Associates  
Client coordination and operation, sales and marketing support, Client relationship management, invoicing, account reconciliation, legal paperwork and intellectual property rights dealing, Quotation making, market research, mailing and drafting, letter drafting etc.
- Front Office Executive** 17/08/2017 - 31/10/2019  
Chutii Dot Com  
Client coordination, tour conducting, operating and management, tour itineraries preparing, accounting and payment recovery, client relationship management, market research, content writing on Tourism etc.
- Operation Staff** 01/02/2015 - 30/06/2017  
S D Forging  
Client coordination and relationship management, marketing supports, accounting, payment follow up and recovery etc.
- Office Assistant** 08/04/2013 - 30/01/2015  
Ganesh Commodity Company



## CONTACT

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📍 13/12, B.B. Ghosh Road, Serampore, District- Hooghly, Pin- 712 203, West Bengal, India.

## PERSONAL DETAILS

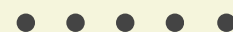
- Date of Birth : 22/01/1988  
Marital Status : Married  
Nationality : Indian  
Religion : Hinduism  
Gender : Male  
Salary Claim : Rs. 3.6 L to 5 L per annum

## SKILLS

MS-OFFICE (Words, Excel, PowerPoint)



Data Operation



Accounts Reconciliation



Market Research



Creative Writing



Party handling and accounting, sales support etc.

**Regional Collection Officer**

Galaxy Assets management Pvt Ltd.

Regional recovery of UCO Bank loans

**Cash collector and accountant**

Das Enterprise

Cash and accounts handling of grocery shop

01/06/2012 -  
31/03/2013

02/02/2011 -  
30/04/2012

Writing Poems, Stories, Scripts,  
Screenplays, Songs etc.



Painting and Designing



Time management



Client coordination and  
management



Relationship management



**EDUCATION**

**English honors**

2016

IGNOU

58%

**10+2**

2006

WBCHSE

47%

**10th**

2004

WBBSE

67%