

## Bappaditya Das Gupta

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### Job Objective

Assignments in Secretarial /Back Office Operations /Commercial field with a high growth oriented organization.

### Snapshot

Over 20 years experience in secretarial, commercial field and back office operations, record keeping and data entry. Resourceful in day to day functions including compilation of data and maintenance of records with excellent relationship building, negotiation and analytical skills. Ability in liaising with banks and financial institutions with the exposure of working in a computerized environment.

### Organizational Experience

April '18 – Till date	S. Majumdar & Company	Office Executive
July'15 – March '18	Eastern Equipment Enterprises	Executive Operations
March '14 – June '15	Singhanian & Sons Pvt. Ltd.	Assistant to Director
Sept.'09 – March '14	Signotron (India) Pvt. Ltd.	Office Assistant cum Assistant to GM- Marketing
Nov'03 – Sept. '09	Tirupati International	Computer Operator
Apr'01-Nov'03	P.V.T. Marketing Pvt. Ltd.	Office Assistant /Operator

### Key Result Areas;

- Working at **S. Majumdar & Co. (Patent & Trademark Attorneys)** and performing Client Reporting of Response and Written Submissions Filed, New Application Filing Reporting to clients, Letters Patent Documents with Renewal fees calculated and sent along Invoices prepared from Accounts, Communication with Indian Patent Office and further follow up for any discrepancy found in Letters Patent documents, Renewal Payment Reporting sent to clients, First Examination Reports issued by Indian Patent Office sent to client after analysis of Formal Objections, Hearing Notice Reporting to clients with Formal Requirements, Renewal Payments Reporting to clients, Other Miscellaneous work related to client communication.
- Worked at **EASTERN EQUIPMENTS ENTERPRISES** as **EXECUTIVE OPERATIONS E-TENDER AND ALL COMPLIANCES OF TENDERS, DRAFTING LETTERS TO RAILWAY AUTHORITIES AND PSU'S, DATA ENTRY WORK, CORRESPONDENCE , CO-ORDINATION AND MAILING TO ALL PSU'S AND RAILWAY AUTHORITIES** AND ONLINE TENDERS OF TATA STEEL, DURGAPUR STEEL PLANT, HINDALCO, NEYVELI LIGNITE CORPORATION and participated in E-auction of **NLC LTD. TRAVEL ARRANGEMENTS** OF DIRECTORS THRU RAIL, FLIGHT BOOKING, HOTEL RESERVATION.
- Worked at **Singhanian & Sons Pvt. Ltd** as Assistant to Director. Liaising with banks and financial institutions and collection of C Forms and various other jobs as assigned by the Directors, including payment follow up, scheduling a meeting, Bill of Entry Work.
- Worked at **Signotron (India) Pvt. Ltd** and interacted with Railway Authorities, Railway Board, RDSO, RITES LIMITED, BEML, BHEL, NTPC through email and internet operations. Searched Tenders of all categories related to organization and listed them out. Prepared Budgetary offers and Manual Tenders. Prepared various formats for Railways, RDSO, Rites Limited and other PSU s as per requirements from time to time. **Taking dictations and preparing various letters and also at times drafted letters on own and sent to Railway authorities.**

- **Worked at Tirupati International** and Interfaced with Custom, Port authorities at Kolkata and providing them with all necessary documents. Co-ordination, Communication through emails, internet and liaison with Importers and Exporters of Nepal. Preparing Various Formats for Customs, Port authorities, Royal Nepal Consulate General, Nepal Transit Warehousing Corporation and other organizations.

#### **IT Skills**

- MS Word, MS-Excel and Internet Operations.

#### **Educational Qualifications**

- B.Com from University of Burdwan in 1997.
- Higher Secondary Examination from Raniganj Boys High School 1995.
- SSC from St. Xavier's, Durgapur 1990.

#### **Personal Details**

Contact Address	:3, Kamardanga Road, Near Entally Vivekananda Sporting Club, Kolkata – 700046.
Date of Birth	:07 <sup>th</sup> August 1971
Current CTC	: 4.5 lacs