**

*Contact Address: 9A/1 Jaharlal Dutta Lane*

*Kolkata-700067*

*Contact Number: 9804922127*

*Email Id: tithisahoo@gmail.com*

**TITHI SAHOO**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***CAREER OBJECTIVE:***

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

***WORK EXPERIENCE:***

**Years of Experience: 8yrs.**

**Name of the organization : Atlas Copco India Pvt. Ltd**

**Position Held : SERVICE PLANNER / CSO**

**Job Profile : Worked on SAP Service Module, COPS, ERP-BPCS, MAM square, Movilizer, Dashboard, DREAMS** etc.

**Years** of experience in **Operations, Process Planning, Supply Chain and Logistic, Customer Service & Relationship Management,** and **Team Management.**

**Expert in Supply Chain and Logistic Management**. Liaising with customer and product companies for availability of parts, part creation and pricing adjustment, booking in the system, organising logistic for executing delivery and invoicing to the customer.

Experience in generating service invoices, payment follow- ups, collection, direct & indirect customer’s order booking and invoicing, warranty claim settlement, vendor management and so on.

**NPS Champion** Award for collecting maximum 10/10 score in customer feedback.

**Job planning and execution by team** deciding deputing of engineers at site based on engineer’s competency.

Preparing visit report order processing in SAP of direct and dealer, payment adjustment. Generating exports on related sources etc.

Experience in generating service invoices, payment follow- ups, collecting, direct & indirect customer’s order booking and invoicing, warranty claim settlement, vendor management and so on.

**Name of the organization** : **Inex Works Pvt. Ltd.(Sapoorji & Paloonji Co. Pvt. Ltd.)**

**Job Profile** : Finance handling (Stock maintaining, GST billing, Balance sheet, trial balance maintain and related works).

**Name of the organization** : **Deam Light**

**Position Held**  : Assisant Accounant

**Duration** : One and Half years

**Job Profile** : Maintaining book keeping, cash book, etc in excel.

***EDUCATIONAL QUALIFICATIONS:***

**Professional:**

* Post Graduate Program in Planning and Entrepreneurship, IIPM School of Business and Economy, 2009 – 2011, leading to a MBA degree from International Management Institute, (IMI Belgium).
* Specialization in **Marketing** & **Finance.**

**Academic:**

* Maharani Kasiswari College (Calcutta University) Commerce (2008)
* St.Pauls K.G & Day School, (I.S.C) Class twelfth (2005)

***SUMMER TRAINING DETAILS:***

Company : **CHATTERJEE & TACKER C.A Firm**

Position : Management Trainee

Period of work : 14th December 2009-13th February2010

Project Details : Stock audit in FMGC Company and Bank

fraud investigation under Chatterjee & Tacker.

***PROJECTS HANDLED:***

**Live Projects:**

* Inventory audit at **Nestle**.
* **Finance Project**- Currency Futures in India.
* **Marketing Project**- A study of consumer perceptions of Shoe Company in India: Sreeleathers and their competitors Khadims and Bata.
* **Operation Project**- Study of a Project Monitoring System in Ambuja Realty, in Kolkata.

**Desk Projects:**

1. Finance in Ramakrishna Forgings Company.

2. Marketing in Bajaj Auto Ltd.

***EXTRA CURRICULAR ACHIEVEMENTS:***

Won collage competition during MBA course from IIPM Kolkata.

Won Rajya Puaskar of Scouts and Guide in school.

***ADDITIONAL INFORMATION:***

Done course on FA (financial accounting- Tally, Fact, Ace, EXNSN, Audit Financial Analysis, Statutory Deduction, Roc and Banking Investment, Direct Tax and Indirect Tax) from Brainware Kolkata.

***HOBBIES AND INTEREST:***

Travelling, listening music, songs and playinggames.

***LINGUIST PROFICIENCY:***

English, Hindi, Bengali and Oriya.

***PERSONAL DETAILS:***

Date of Birth: 20th October 1986

Gender: Female

Father’s Name: Lt. Purna Chandra Sahoo.

**Place:**

**Date:** **Signature:**