DOB- 11.03.1986

PH- 9804366735

RAJU ADHIKARY

# Management Information Systems (MIS)

ADDRESS- Arunavo Sarani, North Ghosh Para, Kalitala, Bally Howrah-711227

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SOCIAL MEDIA

linkedin.com/in/raju-adhikary-33b73382/ twitter.com/rajuadhikary17

PROFILE

Detail-oriented individual with **six years** of management experience looking to secure a **Mis Executive** position in FMCG fileds.

EDUCATION

# 2004 - 2007

**University of Burdwan, West Bengal**

Bachelor of Arts

WORK EXPERIENCE

# 04.2019 - present

**Idonneous Marketing Services (P) Ltd.**

Mis Executive

Responsibilities: coordinated tracer activities; Conducted client assessments; making daily sales report; analysis reports. Making daily sales reports of various projects with monthly review presentations working with different types of excel formula.

# 12.2018 - 03.2019

**PP Filed Merchandising Pvt Ltd**

Mis Executive

Maintain daily attendance report of

merchandisers, daily call tracker update, update monthly offer list to merchandiser, generate sale report & validate it

# 06.2014 - 07.2018

**Storeworks Private Limited**

Mis Executive

I worked as a Mis executive of East zone in Dabur

project. My job was to make a daily sales report and check it for validation, along with the daily attendance of the employees and make monthly salary sheet.

# 12.2012 - 06.2014

**McNore Consumer Products Pvt Ltd**

Mis Executive

Checked the expenses of the SO, ASM & RSM.

Submitted and discussing the adequate bill if the expenses are charged on the expenses fixed by the company.

# 09.2010 - 01.2012

**Tatwa BPO Kolkata (A Tatwa Technologies & Limtex Infotech Enterprise)**

Aircel Retailer Helpdesk support Inbound calls of Aircel prepaid

WB/Kolkata customers, retailer helpline, PRS helpline.

# 12.2009 - 09.2010

**Sparsh BPO Kolkata**

Customer Service Associate inbound calls of Aircel WB process.

**ADDITIONAL WORK EXPERIENCE AS A FREELANCER PROFILE**

* **BRYANT BENGALI ASR PROJECT (BENGALI TRANSCRIPTIONIST)**

Worked on Appen 9 China Platform (Target Language- Bengali)

# BRYANT BENGALI LID PROJECT (BENGALI TRANSCRIPTIONIST)

Worked on Appen 9 China Platform (Target Language- Bengali)

# AKE BENGALI-TRANSCRIPTION PROJECT

Worked on Appen 9 China Platform(Target Language- Bengali)

# UHRS (UNIVERSAL HUMAN RELEVANCE SYSTEM)

Click worker, Data mime, Quadrant resource, Oneforma.

# WORKED WITH DIGIWAGON AS A MACHINE TRANSLATOR

Machine Translation with Tata Steel Aashiyana (Target Language- English to Bengali)

# WORKING WITH WORD PUBLISHING MUMBAI AS A TRANSLATOR

Amazon search queries translator job (Target Language-Bengali to English)

# WORKED WITH WOW AI AS A BENGALI TRANSCRIPTION QA ANALYSIS

Wow AI crowd (Target Language- Bengali)

SKILLS

Good communication - written and oral skills Excellent conceptual and analytical skills Effective interpersonal skills

HOBBY

Listening Music

SOFTWARE SKILLS

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Office, Microsoft Outlook

LANGUAGES

English, Bengali, Hindi

# Date: Raju Adhikary