



BINOY KALITA

**S/o: Mr. Basistha Kalita.
& Mrs. Kalpana Kalita.**

Contact Information:

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Correspondance Address:

C/o. Narayan ch. Medhi.
Nr. Hatigaon High School.
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R.N. Choudhury Path,
Guwahati,
Kamrup (Assam).
Pin : 781038.

Permanent Address:

C/o. Basistha Ram Kalita.
Village: Bhagawatipara,
Chaygaon Guwahati Road,
P.O.: Rampur,
P.S.: Bijaynagar.
Pin: 781132.

Personal Data:

DOB : 08 Mar 1987

Sex : Male.

Nationality: Indian.

Marital Status: Married.

Langages Know:

- Hindi
- English
- Assamese
- Bengali

CURRICULAM VITAE

Objective

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

WORKING EXPERIENCE

- ❖ Worked as an **Area Sales Executive** in “**MACROMAN & MACROWOMAN**” (**Company Name: Rupa & Co. Ltd.**) at **Guwahati H.Q.** covering **4 States** namely **Assam, Meghalaya, Manipur & Nagaland.** (From **April 2018 to June 2022**).
 - ✦ **Promoting the Co.’s Products, Opening New Retailer.**
 - ✦ **Responsible for the marketing and advertising of new and existing products**
 - ✦ **Deal with customer feedback, enquiries, complaints and refunds.**
 - ✦ **Booking Orders, Handling distributor queries and providing first level of customer support.**
 - ✦ **Ensuring sales targets are met before the specified deadlines.**

- ❖ Worked as a **Sales Officer** in “**PLAYBOY**” (**Company Name : Sri S.R.Mill**) at **Guwahati H.Q.** covering **3 States** namely **Assam, Meghalaya & Nagaland.** (From **July 2016 to March 2018**).
 - ✦ **Promoting the Co.’s Products, Appointing super Distributors & Distributors.**
 - ✦ **Managing the distributor network and ensuring their compliance to the existing distribution terms and policies of Co.**
 - ✦ **Booking Orders, Handling distributor queries and providing first level of customer support.**

- ❖ Worked as a **Distributors Sales Executive** in “**JOCKEY**” (**Distributor Name: Padmavati Distributors**) Covering **Assam State.**(From **May 2008 to June 2016**).
 - ✦ **Responsible for distribution Sales, Dealer handling and EBO handling.**
 - ✦ **Monitored the Accounts Payable and receivable.**
 - ✦ **Generated monthly reports specific to management request.**
 - ✦ **Submitted accounts annually to the external auditor for audit.**
 - ✦ **Responsible for distributors billing using Tally ERP9 and Shoppers, dispatching & Primary Orders.**

Current CTC: 3.19 Lakh (P/A).

Hobbies:

- Watching TV
- Making new friends
- Touring to different places

Academic Records

B.A. (2010- 2013) from Darwin Academy.

- Done in Arts stream
- Year of passing 2013

12th Standard(AHSEC) from Guwahati college.

- Done in Arts stream
- Year of passing 2005

10th Standard(SEBA), from New Guwahati Adarsha High School.

- Year of passing 2003

Computer Proficiency

- Tally ERP 9, Shoppers 9.
- Applications: MS office, PageMaker, Photoshop.
- SAP & ILS.
- Knowledge of Hardware & Networking.

Competencies & Skills

- Patience
- Punctuality committed to dead lines
- Positive Attitude
- Soft Spoken
- Hard Working.

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place : Guwahati

Date : 30/06/22



Signature

