

# TANIMA GIRI

Mobile: 9804268441 ~ E-Mail: cooltanimagiri@gmail.com

## Job Objective

Seeking a demanding assignment in the field of HR / Marketing Management and growing to newer heights in the domain continually. I believe in continuous self development and add sustaining values to my team and organization to assume higher responsibilities in future.

## Professional Summary

- **MBA with 6 months of work experience in Bandhan Bank** in dealing with customers towards banking products & services as a **Customer Relationship Officer (Management Trainee)**.
- **Over one year of experience with MHC Conveying Systems Private Limited (formerly known as Tubes & Pipes India Private Limited) since April 2018 till August 2019 in the role of Project Assistant.**
- **Worked with Saa Vishnu Bakers Pvt. Ltd. as Assistant since September 2019 till March 2020.**
- **Currently working with Pulse Diagnostics Pvt. Ltd. as Administrative Co – ordinator since March 2021.**

## Organizational Details

### Since March 2021 with Pulse Diagnostics Pvt. Ltd. as Administrative Co – ordinator

- Working with the **Director** to coordinate and supervise daily operations.
- Managing Director's electronic diary, assessing priority of appointments and reallocation as necessary.
- Maintaining Director's office systems including data management and filing.
- Keeping track of stocks of medical items.
- Screening calls, enquiries and requests and dealing with them when appropriate.
- Meeting visitors at all levels of seniority.
- Handling basic office duties such as answering and routing phones, responding to emails, data entry and reporting.
- Ensuring that the office is well-maintained, organized and secure.
- Any other duties as may reasonably be required by the Director.

### Since September '19 – March 2020 with Saa Vishnu Bakers Private Limited ( Haldiram's food manufacturing co. ) as Assistant

- Floating enquiries to different vendors for getting budgetary offer.
- Following up on the pending quotations with the vendors regularly.
- Negotiating pricing favorable to the clients.

- Price comparison with different vendors.
- Preparing daily MIS Analysis and Report Generation.
- Maintaining process wise data and responsible for timely reporting.
- Managing the day to day attendance of staff and workers.
- Compiling the following data about employees: payroll – such as hours worked.
- Reviewing payroll, hour and time tracking of employees.
- Time and attendance reporting on a daily basis.
- Analyzed customer needs and made arrangements adhering to company policies.
- Handled customer interactions.
- Handled incoming questions from the clients.
- Work closely with Sales, Suppliers, Pricing and other support teams to achieve customer's satisfaction.
- Communicating with customers to ensure product understanding, answer questions, and facilitate conflict resolution.
- Growing existing business relationships and acquire new ones.
- Vendor development and managing the existing ones.

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**Since Apr '18 – Aug '19 with MHC Conveying Systems Private Ltd. (formerly known as Tubes & Pipes India Private Limited) as Project Assistant with 3 months probation period from Feb '2018 – Apr '18**

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### **Key Deliverables**

- Reviewing of tender documents and short listing the check points related to scope of work, details of financing, penalties and risks etc. Have been involved in preparing of PQ documents and preparation of technical/ price bid incorporating manpower, etc.
- Assisted in execution of various projects.
- Prepared company's presentation for prospective Customers such as, **L&T, Tata Projects, Siemens, and ACC Cements etc.**
- Identification of new projects & follow up with the customers to generate new relevant enquiries.
- Preparation of risk analysis for taking bid, no-bid decision.
- Involved in evaluation of the Tender documents and assessing the client requirements.
- Preparation of Bill of materials (BOM) & assisting group members for making of project cost estimation.
- Compilation of entire bid and ensuring submission of bid to Customer through offline & online mode.
- Participating in Reverse auction.
- Floating enquiries to different vendors for getting budgetary offer.
- Following up on the pending quotations with the clients regularly.
- Co-ordinating with the clients for post order placement issues.
- Co-ordinating with the project manager for effective launch of new products as per requirements of the respective companies.
- Maintaining order summary for the despatched materials on weekly basis for respective customers.
- Co-ordination with Project manager & site engineers to identify resources & requirements for successful completion of project.
- Maintaining overall project status reports weekly basis.
- Assisting of preparation of QA procedures for projects.
- Preparation of Invoices (Tax Invoice, Proforma Invoice etc. ) for respective projects.
- Preparation of cash budget and cashflow analysis for respective projects.
- Communicating with high profile clients.
- Keeping accurate records of all sales and prospecting activities.
- Writing up email proposals.
- Responding to pricing enquiries.
- Qualifying potential new customers.
- Growing existing business relationships and acquire new ones.
- Conducting daily B2B and B2C cold-calls.
- Vendor development and managing the existing ones.

- Supporting the purchasing department with all elements of administration to ensure its smooth running and functioning.
- Matching supplier delivery notes with GRN's and chasing suppliers for delivery dates.
- Processing purchase orders for goods and services.
- Raising and expediting orders with suppliers.
- Maintaining and securing the purchasing department's administrative records and data.
- Maintaining inventory stocks and raising inspection calls.

## PREVIOUS ASSIGNMENTS

**July 2017-Dec 2017 with Bandhan Bank, Kolkata as Customer Relationship Officer (Management Trainee )**

### Role:

- Dealing with customers towards banking products and services.
- Generating and converting leads for business development.
- Inside sales of various banking products and services.
- Identifying potential customers, making B2C cold calls, assessing customer needs, recommending products, closing **sales**, maintaining prospect databases, and reporting to managers.

## Academic Credentials

- **MBA (Master of Business Administration) in Marketing** from Heritage Business School in 2017 (*Secured of 7.25 DGPA*).
- **B.Tech. (Electronics & Communication Engineering)** from Pailan College of Management & Technology, in 2015. (*Secured 7.65 DGPA*).
- **12<sup>th</sup>/Higher Secondary (Science, 2011)**, *secured 62.57%* & **10<sup>th</sup>/Secondary (2009)**, *secured 75.88%* from Bidya Bharati Girls' High School.

## Industrial Training

- Completed one month **Winter Internship Project (WIP)** on "**Recruitment Survey**" from **TIMESJOBS.COM**, Kolkata in the year 2015-2016.
  - Interacting with HR of different organizations for selection and recruitment purposes.
- Completed two months **Summer Internship Project (SIP)** on "**ENERGY EFFICIENT WINDOWS MARKET**" from **Bostin Engineers Pvt. Ltd**, Kolkata in the year 2016.
  - Market research through primary and secondary resources like **Bloomberg**, **Zoominfo**.
  - **SWOT Analysis**.
- Industrial Training on **Electrical and Electronic Applications** from **Mukesh Hyundai Workshop**.
- Vocational Training on **Advanced Telecom** at **CTTC, Kolkata, BSNL**.

## IT Skills

Well versed with **MS Office (Word, Excel, Powerpoint), Advanced Excel, VBA, macros, C programming, Core Java, MS Project, Google Sheets ( Google Drive )**.

## Personal Details

FATHER'S NAME	:	Sukumar Giri
ADDRESS	:	118/3, Roy Bahadur Road, Behala, Kolkata – 700034.
LANGUAGES	:	English, Hindi, Bengali
DATE OF BIRTH	:	28/12/1992
SEX	:	Female
MARITAL STATUS	:	Unmarried
NATIONALITY	:	Indian
HOBBIES	:	Music, Movies, Cooking, Fashion Designing

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### **DECLARATION:**

I hereby declare that the above-mentioned information is correct, true & complete to the best of my knowledge.

Place: Kolkata

**Tanima Giri**