Curriculum Vitae

**Krishna Kishor Majumder**

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**Work Experience:**

* Working for Samrat Modeling & Performing Arts Pvt. Ltd. (SMPAi), as ‘Operations Manager’

**(September 2023 Onwards)**

* + - Develop & implement operational strategies to achieve business goal
    - Lead and manage teams of operations in Kolkata & Siliguri
    - Manage operational budgets and ensure cost-effectiveness
    - Staff recruitment as and when required for Siliguri Centre.
    - Follow-up and ensure collection of all payments as per deadline
    - Service negotiation and AMC with vendors
    - Students counseling and admission for various Acting Modeling courses
    - Office Administration at Siliguri Centre
    - Back office Co-ordination
    - Preparing various weekly / monthly reports
    - Inventory management at Kolkata & Siliguri Centre
* Worked for C-MARC India Pvt. Ltd. as ‘Zonal Manager-North India’

**(April 2016 to August 2023)**

* Management & coordination of entire business operation across six states in the North India.
* Recruitment & training of field level executives in the region.
* Visiting Clients across the country as & when required
* Preparing monthly progress report &field MIS report and submitting to the management.
* Working closely with field staffs across the region and achieving business goals.
* Worked for Grand Healthcare TPA Services (I) Pvt. Ltd. as ‘Sr. Executive’ – Admin &Operation’ ***(from February 2012 to March 2016)***

Job Responsibilities:

* Handling the entire Administration, facilities and Govt. correspondence
* Handling Contracts and Vendor Management.
* Correspondence with Hospitals & Nursing Homes across the country and tie-up with them to provide cashless treatment facility to the beneficiaries. (Mediclaim Policy holders)
* Supervision & Monitoring of claim processing system and reporting to the superior
* Mail Management, Calendar Management, Arranging conference across the country.
* Preparing monthly / annual MIS report.
* Managing operational and administrative functions to ensure specific tasks are delivered efficiently
* Co-ordination with tour operators / travel agent, airlines, hotels, advertising agencies etc.
* All Co-ordination & HR activities, including recruitment, performance monitoring and appraisal etc.
* Worked for Prime On-Line Pvt. Ltd., Kolkata, as ‘Sr. Executive – Development & Coordination’ ***(From October 2008 to January 2012)***

Job Responsibilities:

* + Business development incorporate training and education services
  + Coordinate training session
  + Compiling customer report and MIS report for POL
  + Prepare proposal, evaluate training session and Generate report
  + Maintain liaison with existing customers
  + Correspondence with Overseas and Domestic Consultants
  + Managing day-to-day training activities & reporting to the superior.
  + Preparing performance appraisal report for corporate clients.
* Worked for Cuprum Bagrodia Limited, Kolkata, as ‘Business Development Executive’ ***(From February 2005 to September 2008)***

Job Responsibilities:

* + Correspondence with Coal India subsidiaries like SECL, WCL, SCCL etc. along with HZL, RSMML, HCL, HINDALCO, ACC Cement, Binani Cement Ltd. etc. as and when required.
  + Preparing and follow up on sales quotations and contracts for supply of machineries like, Dozer, Dumper, Wheel Loader, Back Hoe Loader, Hydraulic Pump etc. & spare parts required for mining operation.
  + Oversee compliance with terms and conditions of contracts.
  + Managing, monitoring supply of spares in the mines as per schedule (after receiving purchase order).
  + Payment follow-up in the assigned territory after supply & collecting “C” Forms.
  + Managing after sales service as per NIT.
  + Meeting clients in the assigned territory as & when required.

**Academic Credentials:**

**MBA** (Marketing & HRM) from National Institute of Human Development, Vivekananda Nidhi, Kolkata. (An associate Institute of Visva-Bharati University) Got 62% marks in aggregate. (Session 2002-2004)

**M.Sc.** in Geology & Mining from Rajshahi University, Bangladesh. Final examination held in October 1999. Got 56% marks in aggregate.

**B.Sc. (Hons.)** in Geology & Mining from Rajshahi University, Bangladesh. Final examination held in May 1998. Got 56% marks in aggregate.

**Industrial Training:**

1. Two months project on **‘Client Servicing’** for Radiant Advertising & Marketing (India) Pvt. Ltd. 28/1, Shakespeare Sarani, Kolkata-700071, West Bengal, India. The study conducted by me was Comparative Study among different Advertising Firms in West Bengal & to make a customer value analysis for the said Organization.
2. Two months project on **‘Value Added Services’** for Hutchison Telecom East Limited, 11- Dr. U. N. Brahmachary Street, Kolkata-700071, West Bengal, India. The project covered the study of customer satisfaction analysis for different Value Added Services being provided by Hutch.

**IT Skills:**MS-Office Applications like MS WORD, EXCEL, POWERPOINT

etc. and working knowledge on INTERNET.

**Areas of Interest:** Traveling, Sports.

**Language Known:** Fluent in English & Bengali and Hindi.

**Personal Information:**  Father’s name : Mr. Naresh Chandra Majumder

                               Mother’s name : Mrs. Mira Majumder

                               Date of Birth : 1st March 1974

                               Gender : Male

                               Religion : Hindu

Marital Status : Married

**Declaration:** I hereby, declare that the above details are correct to the best of my knowledge and I shall contribute my services with sincerity, honesty, punctuality, hard work, devotion and dedication.

Krishna Kishor Majumder

Kolkata