



ANUP CHAUDHURI

Six Sigma White & Yellow Belt Certified

PROFILE

Executive Officer with over 4 years of experience providing customer support with facility. I possess strong multi-tasking skills, with ability to simultaneously manage several projects & schedules.

CONTACT

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D.O.B – 27/11/1991

6/993, BALLY MORE, BELTALA,

SARAT SARANI, HOOGHLY

WEST-BENGAL-712103

INDIA

ACTIVITIES AND INTERESTS

- SWIMMING
- FOOTBALL
- TRAVELING

EXPERIENCE

EXECUTIVE OFFICER OF SALES & MARKETING

Saffron Enterprise, Kolkata, West Bengal

Feb 2025 – PRESENT

Key Area-

1. Demonstrate products and specific feature at customer locations and special events.
2. Conducted target market research to scope out industry competition and identify advantageous trends.
1. Drove implementation of new market expansions to propel business forward and adapt to market changes.
2. Developed key operational initiatives to drive and maintain substantial business growth.
3. Proactively managed client correspondence and recorded all tracking and communications.
4. Maintained routine communication with clients to assess overall satisfaction, resolve complaints and promote new offerings.

EXECUTIVE OFFICER OF PLASTIC PRODUCTION HANDLING ALL-OVER PLASTIC DEPT OF THE PLANTS.

AmerSil Ketex Private Limited-Gagret, Himachal Pradesh

JULY 2020 – NOV 2024

Key Area-

1. Preparing production planning of the entire department, Monthly Raw Materials planning for production process.
2. Daily dispatch planning of the department.
3. Maintaining the best quality of plastic product through observing the daily operations of the entire team.
4. Developing day to day production efficiency with database work.
5. Maintaining overall Packing Line.
6. Hires & trains and onboards employees.
7. Negotiate vendor contracts and price of plastic Raw Material.
8. Implement new Kaizen related to plastic Production.
9. Overall plastic RM Inventory control along with supporting supply chain dept.
10. Customer handling related to quality complain & technical issues.

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11. Vendor handling related to dispatch schedule, price negotiation, developing the quality.
 12. Preparing daily MIS related to plastic production, sale and dispatch of the day and reporting to the higher management.
 13. Preparing other production related data & reporting to the management.
 14. Maintaining 5S & SOP of the dept.
 15. Manpower handling.
 16. Maintaining entire Documentation of the plastic department.
 17. QMS documentation related to ISO Audit.
 18. Part of SAP implementation Team of the Unit.
 19. Expert Level of Technical Knowledge related to Bottom Bar, Float Indicator and Buffer Prism.
 20. Implementing new ideologies for developing the operations.

RETAIL SALES OFFICER

Tanishq Retail Shop (Sreerampore, Hooghly)

AUGUST 2019-JUNE 2020

Day to day activities, Customer handling, doing marketing, helping accounts department in billing process.

Computer Skills: -

1. Advance Knowledge of MS Excel.
2. Knowledge of Microsoft Power BI.
3. Basic Knowledge of SAP Production Process.

EDUCATION

BACHELOR OF SCIENCE

CHANDANNAGAR COLLEGE, OPEN UNIVERSITY

JUNE 2017 WITH 66.63%

ITI IN FITTER

HOOGHLY ITI GOVT COLLEGE

AUGUST 2012 WITH 74.78%

KEY SKILLS AND CHARACTERISTICS

Strong interpersonal & communication skills • MS Office Suite • WPM: 90 • Ability to work collaboratively as part of a team • Problem Solving • Leadership • Meticulous attention to detail • Excellent Organizational skills • Poised under pressure

