

2022

COVER LETTER

TITLE:-

STOREMANAGER &BACK OFFICE EXECUTIVE

ABHISHEK BHATTACHARYA



124,A.C.Road(Indraprastha), Berhampore,
P.O. - Khagra, Pin: - 742103,
Dist. - Murshidabad (West Bengal)

- 8370993708

E-Mail: - bhattacharyaappu1@gmail.com



<https://www.linkedin.com/in/appu-bhattacharya-2225b439/>

Dear Sir,

I am writing to you out of interest for the position of Store Manager & Back Office Executive. I can offer you the skill and experience I have gained from 15 years 10 month in

those position. I work in Titan Eye+ Optical. Presently I am attached with Lenskart.Com optical and look after all management work in as a Franchiser.

My experience with Back office, Management and my skills should make me ideal for this position. I will also bring to the table my experience managing a team of up to ten people in different Company.

I understand your all needs so please find my resume attached if you like more details. I look forward to speaking with you during an interview. Please Call me for further any Enquiry 91-8370993708 anytime during the day. I hope I prove myself fittest candidate for the post.

Regards,

Abhishek Bhattacharya.

ABHISHEK BHATTACHARYA



Objective: - *Strive to execute all the responsibilities effectively and efficiently.*

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Experience

MIA (UJALA)

Murshidabad, Nadia, Birbhum Dist. form March 2006 to July 2006. In my under there was Nine Distributors, & The main products are Ujala Suprim, Ujala Stiff & Shine, Maxo, Maya Agarbatti, Jeeva Soap, Exo etc.

JYOTHY LABORATORIES LIMITED (UJALA FMCG)

PC CONCERN (IT FIRM)

Back office Professional, Senior Team Leader2006-2013 January.

I Stock Management, Promotion Camp& Service (A.M.C), Networking, Building Government Offices, BackOffice Management & Project

STORE MANAGER (2013-2017) TITAN EYE, OPTICAL

Store Manager cum STYLE CONSULTANT in TITAN EYE+ from last Four Year.
Responsible for (Back Office Administrator Manager, Business Planner) IT work, Stock Maintenance daily, Billing, Sap ,Tally Work, BTL Camp, Customer Partner Programs in different place, Warranty issue maintenance, daily banking, launching new products advertisement issue, Encircle program phone calls, etc.

RETAIL CHAMP MANAGER & OFFICE MANAGEMENT

(2017 to Present)

Lenskart.Com OPTICAL STORE, Working in opening Franchise, Office Management, Team Management.

Academic Qualifications: -

- Passed 10th in the year of 1999 from **West Bengal Board of Secondary Education (W.B.B.S.E.)**.
- Passed 12th in the year of 2001 from **West Bengal Council of Higher Secondary Education (W.B.C.H.S.E.)**
- Completed Bachelor of B.A. (Bengali Hons.) in the year 2005 from **Kalyani University (K.U.)**.

SKILLS

* Working as a STORE MANAGER in TITANEYE+,Lenskart.Com
Responsible for,Store Sale Back Office Administrator & others.

*Working as a Back Office Manager Central Sericulture Research & Training Center, Response IT WORK,SEND TEAM FOR MAINTENANCE .

Job Responsibilities: -

- ❖ To maintain all Official, IT Work SAP,Tally Entries, Administration, Store Sale, Stock Maintenance daily, BTL camp , Customer Partner Programme in different place, Warranty Issue Maintenance, Daily Banking, Launching New Products , Encircle program Phone Calls, A.M.C, Government

Orders in different Govt. Organization, Office, School, Colleges, Public place etc..

- ❖ Motivate Team to achieve The Goal of you run for YOUR SUCCESS.

Other Activities

i) Computer Knowledge: -

- Operating Systems Known: - DOS, Windows 95,98,2000.
Professional, XP, VISTA, WINDOWS 7
Server 2003 etc.
- Software Packages Known: - MS Office.Tally Entry Level
- Internet.
- Hardware.
- Networking.

Other Courses: -

- BPO Career Academy (**CONVERSATIONAL ENGLISH & FINISHING COURSE**): WEBEL INFORMATICS LIMITED.
- Complete 200 hours computer HARDWARE & NETWROKING training from 'HOLY CHILD COMPUTER TAINING SCHOOL' .

Hobbies & Interests: -

- ❖ Listening Music.
- ❖ Reading storybooks.

Personal Information: -

Father Name: ANANDO PRASAD BHATTACHARYA

Date of Birth: 4th October, 1982

Sex: Male

Marital Status : Married.

Nationality: Indian

Languages Known : English, Hindi, and Bengali

Declaration: -

I hereby declare that all the information given herein is true to the best of my knowledge and belief.

Date:

Place: - BERHAMPUR.

(ABHISHEK BHATTACHARYA)