

SAPTARSHI DEY

SALES & SERVICE CO-
ORDINATOR

PHONE | (+91) 8017767468
EMAIL | dey.sohan848@gmail.com
LOCATION | Kolkata, INDIA
EXPERIENCE | 9 Years 0 Month

Key Skills

- Sales Administration
- Back Office
- Administration
- Marketing
- Sales Coordination
- Office Coordination
- Sales Support
- Office Administration
- CRM

Languages

- BENGALI
- HINDI
- ENGLISH

Profile Summary

Seeking a position for utilizing my abilities to achieve the growth in career and also willing to learn something new. Preferred location : Kolkata (Core Skill Sales Co-ordination Others Reporting Co-ordination Policy Implementation Self Development

Work Experience

Sales & Service Co-Ordinator

Diasys Diagnostics India (MNC)

09/2023 - Present

- Oversaw and supervised all activities of East Zone Sales and Service employees
- Conducted thorough expense checks for the sales and service team
- Utilized sales data analysis to track and improve performance
- Managed the budget and assessed actual performance for the Sales and Service team, resulting in a 10% cost reduction
- Efficiently handled all office administrative tasks
- Facilitated communication by creating and managing links to sales and service meetings, and scheduling meetings
- Provided comprehensive training on CRM software for new joiners, ensuring seamless integration

Sales Coordinator

SRMB

03/2022 - 09/2023

- Supervised all activities of sales employees in the East Zone.
- Monitored and reviewed expenses of all East Zone sales employees.
- Distributors follow up for outstanding

Sales Coordinator

Duca Industries Pvt Ltd

04/2019 - 11/2022

- Supervised all activities of sales employees in the East Zone.
- Monitored and reviewed expenses of all East Zone sales employees.
- Efficiently handled all office administrative tasks

Executive Coordinator

Dollar Industries Ltd.

05/2017 - 04/2019

- Oversaw and supervised all activities of East Zone Sales and Service employees
- Conducted thorough expense checks for the sales and service team
- Utilized sales data analysis to track and improve performance
- Managed the budget and assessed actual performance for the Sales and Service team,

Education

B.B.M - MARKETING

2015

U.I.B.M.T

Grade - 68%