

CURRICULUM VITAE

ABHIJIT BASU

Address: Home

INDIAN

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Kolkata- 700 055

West Bengal, India.

WORK EXPERIENCE:

- **HelpAGE Kolkata** (under MEDICARE): Proprietor (Kolkata, India)

Elderly Care and Assist Services. Geriatric care support services to the lonely and stressed aged.

From 2018 onwards.

- **8 P.M CHEMISTS LTD.** (Willenhall, England) (**Pharmaceutical Purchase/Supply Chain Operations**)

61 Wolverhampton Street, West Midlands WV13 3DT, UK

mukesh@8pmchemist.com (Ph: 0044 1902 606 514)

From: 25 Jan 2010, (UK Tier 2 Employer Sponsored visa from Feb. 2013 till Dec. 2015)

Post: Personnel Manager (Warehouse Distribution Logistics)

Key skills:

Warehouse Material handling/Maintenance; Packaging; Communication.

Job Responsibilities:

- Analyze and determine all standards for pharmacy drug packaging lines and ensure compliance to all schedules for processes and develop and maintain all packing orders effectively;
- Monitor and recommend improvements in processes to increase efficiency of packaging department and monitor inventory for warehouse and maintain records of all physical transactions and prepare documents for same;
- Maintain and ensure compliance to export packaging schedule and assign specific tasks to all employees and monitor all packing European export orders and supplies;
- Coordinate with quality checking on goods inward department and warehouse departments to monitor everyday activities of units and warehouse functioning; also ensuring efficient working of both pharmacy drug (batch and expiry date) sorting and packaging department wherein ensure continuous improvement of the same;
- Coordinate with plant manager, team building and evaluation of all projects and recommend ways to reduce cost and improve quality of all processes and provide necessary training and counselling to employees as per requirement;
- Manage all related invoice checking according to packing schedule and maintain an inventory of materials and completion of all projects with required timeframe;
- Attending, liaising and chairing meetings with the senior management;
- Dealing with Staffing Issues such as interviewing prospective staff, conducting Appraisals and Performance Reviews, as well as providing or Organizing, Training and Development;
- Ensuring Standards for Quality, Customer Service and Health and Safety standards are met;
- Updating colleagues on Business Performance, new initiatives and other relevant issues, compliant with ERP systems.

▪ **ROYAL MAIL (Shrewsbury, UK)**

(Student job)

From: middle of Nov. 2009 to the end of Dec. 2009

Winter jobs (shift work: Nights)

Key skills:

Parcel sorting and handling; Communications.

▪ **‘THE DREAMS’, Archies Greet ‘N’ Gift Retail (Kolkata, INDIA) (Retail FMCG Sales/Marketing Operations)**

From: 1st July, 2002 – 7th Jan. 2009 full time

Post: Manager (Adm. Floor) Retail Operations

Key skills:

Manpower Planning; Communications; Floor Maintenance, Team building, Sales.

Job Responsibilities:

- Managing and motivating a team to increase card and gift sales and ensure competence;
- Managing Stock levels and taking key decisions on stock control;
- Analysing and interpreting gift industry trends to assist planning;
- Using MS Excel to record sales figures, for Data Analysis and forward planning;
- Dealing with Staffing Issues such as interviewing prospective staff, conducting Appraisals and Performance Reviews, as well as providing or Organising, Training and Development;
- Ensuring Standards for Quality, Customer Service and Health and Safety standards are met;
- Attending, liaising and chairing meetings with the senior management;
- Updating colleagues on Business Performance, new initiatives and other relevant issues;
- Touring the Sales floor regularly, talking to colleagues and customers, identifying or resolving urgent issues, complaint management;
- Maintaining consciousness on Market Trends in the Retail Industry, understanding forthcoming customer initiatives and monitoring on Local competitors ;
- Initiating changes to improve the Business, e.g. revising Opening Hours to ensure sustenance in the market;
- Promoting the Organisation locally by liaising with Local Schools, newspapers and the community in general;
- Dealing with Sales, as and when required and organising promotions on Valentine and Teacher's Day, also displays and events on Christmas and New Year;
- Resolving Health and Safety, Legal and Security Issues;
- Responding to customer complaints and comments;
- **ANTARCTICA LTD. (Kolkata, INDIA) (Printing & Carton Box Manufacturing/Production Operations)**

From: 1st May, 1999 – 30th June, 2002 full time

Post: Assistant Operations Manager (Legal)

Key skills:

Liaising; Monitoring; Communications; Drafting.

Job Responsibilities:

- Liaising with respective Company Advocates on Company matters pending in High Court and City Civil Court of Kolkata.
- Follow up cases under 'Negotiable Instruments Act' in cheque dishonour in the city Bankshall Court, Kolkata and provide relevant feedback to the respective authority.
- Keeping records of Employees' Pensions in accordance with the Govt. of India Pension Scheme.
- Dealing with Health and Safety Check issues in the Falta Export Processing Zone factory shed, West Bengal, India.
- Preparing staff handbooks.
- Administering payroll and maintaining employee records.

TEACHING:

- ❖ English tutorials provided to underrepresented students of (classes 9 till 12), once weekly volunteering as a part of the 3 years project (1993-95) for sustainable development. Simultaneously took tuitions in English on ICSE and CBSE students (classes 9 till 12) from 1993 - 1998.

❖ EDUCATION:

MASTER'S DEGREE:

Date: 2011

Name: University of Wolverhampton, UK

Degree: MAHRM (Masters of Arts in Human Resource Mgt.)(Full Time)

Grade: C3

MASTER'S DIPLOMA:

Date: 1999

Name: Bharatiya Vidya Bhavan, Salt Lake, Kolkata, INDIA

Diploma: PGDIRPM (Post Graduate Diploma in Industrial Relations & Personnel Mgt.) (Full Time) (1 Year)

Grade: 2nd Class

UNDERGRADUATE DEGREES:

Date: 1998

Name: T.M Bhagalpur University, Bhagalpur, INDIA

Degree: LL.B (Bachelor's in Law) (Full Time) (3yrs.)

Grade: 2nd Class

Date: 1993

Name: University of Calcutta, Kolkata, INDIA

Degree: B. Com (Hons.) (Bachelor of Commerce)(Full Time) (3yrs.)

Grade: 2nd Class (Part 1 and 2)

SCHOOLS:

Date: 1989

Name: Elias Meyer & Talmud Torah, Kolkata, INDIA

Board: I.S.C (Indian School Certificate) Year 12 (High School)

Date: 1987

Name: St. Mary's Orphanage & Day School, Dum Dum, Kolkata, INDIA

Board: I.C.S.E (Indian Certificate of Secondary Examinations)

Classification: An English Medium School run by the Christian Brothers Association (Worldwide), founded in India in 1846.

PRESENTATIONS:

- ❖ Received grades of B2 and C3 in two respective group presentations in two modules of HRM degree course (People Mgt. & Dev.) and (Employee Relations) respectively.
- ❖ Had presentations in several legal workshops (land matters) on social justice performed on behalf of an N.G.O in India in the years 1995-96 (2 years charitable project) conducted in different areas of West Bengal, India.

OTHER RELEVANT QUALIFICATIONS:

- Computer Appreciation Course, 1992 (34 Hours) from CA Institute, Kolkata.

PERSONAL INTERESTS:

- Likes cycling (first in slow cycling competition in school, 1986)
- Likes travelling and football, internet savvy.

REFEREES:

Name: Mr. Stuart Williams (Volunteer/Operations Assistant)

Organization: Bantock House Museum, UK

Contact: Stuart.williams@wolverhampton.gov.uk

Ph: (0044) 01902 552 197

Name: Mr. Vinesh Aggarwal (Director)

Organization: 8 P.M Chemist Ltd., UK,
61 Wolverhampton Street, West Midlands WV13 3DT, UK

Contact: mukesh@8pmchemist.com (Ph: 0044 1902 606 514)

SKILLS:

Time Management & Problem Solving: Studied MAHRM full time and successfully completed relevant assignments and closed book exams while doing part time job.

Adaptable to Change: Worked at night shifts in Royal Mail in Shrewsbury, UK. A competent learner.

Data and Information Collection: Collected relevant local information and data of Wolverhampton to discuss as invited by the Lady Mayor of Wolverhampton on 6th May 2009 (as an international student) in the Mayor's Parlour on the future aspects of the city.

Group Skills: Working as a volunteer from middle June, 2011 in Bantock House Museum (City Council Employee) (under the Wolverhampton Arts & Heritage) with other staffs as a cultural guide to the museum.

Contact: Mr. Stuart Williams (Volunteer/Operations Assistant)

Stuart.williams@wolverhampton.gov.uk

Ph: (0044) 01902 552 197

Volunteer reference no. SSM01774