

MUKUR MANDOL

118 Rajendraprasad Road, B-Zone, Durgapur, West Bengal, Pin:713205

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Technical professional with over 11 years work experience in project coordination & management, supply chain management & production of critical engineering items, site erection, and in marketing & business development functions.

RESPONSIBILITIES HANDLED

- Sales Planning;
- Business Development;
- Team Management;
- Training;
- Channel Management;
- Sales Promotion;
- Cross Functional coordination
- Mechanical Structural/Vessels/Equipment fabrication/production/Quality;
- Project/Site co-ordination/Site erection;
- Drawing approval/Drawing reading (mechanical/civil/electrical);
- Production planning;
- Material Indent, SCM;
- Dispatch;
- Vendor payment/Project Recovery;
- LD waive & time extension/Project value amendment;

ACADEMIC

1. Diploma Industrial Electronics; Priyadarsyni Poly. Nagpur, MSBTE; 1999; 62%
2. Bachelor in Engineering Degree Electronics; YCCE. Nagpur, Nagpur University; 2003; 62%
3. Post Graduate Diploma in Management; IGNOU; 2007; 61%
4. Post Graduate Diploma in Marketing Management IGNOU; 2008; 61%

Computer Proficiency: MS Office, C, C++, Corel Draw, Hardware & Networking and Internet applications, MS Project.

CERTIFICATION: - NDT Level-II

PERSONAL DETAILS

Fathers Name	Dilip Kr Mandol
Date of Birth	19/07/1976
Languages Known	English, Hindi, Bengali, Marathi
Gender	Female
Marital Status	Single
Passport	Yes, Expiry 2020

WORK EXPERIENCE

1) Titan Engineering Company Pvt Ltd; Durgapur, West Bengal, India

Period/Job Title Sep- 2012 to Nov-2015; PROJECT MANAGER

Major Area of Responsibilities :- Techno-Commercial

- Project Management, coordination with clients (LnT, TSL, TPL, PWIN, Siemens, Danieli Corus, Outotech India etc), co ordination between internal departments and clients to complete the project in time.
- Drawing approval from concerned departments and third parties like MECON, TCE etc.
- Billing schedule preparation.
- Production planning for completion of project within time.
- Material Indent as per drawing BOM, vendor development, purchase order generation, i.e. total SCM.
- Quality maintenance, QAP/QAM preparation and approval from client. Internal inspection of materials both raw and fabricated. External inspection clearance from client, third party like MECON, TCE, TPL, TATA Steel, DSP, TUV etc.
- Material dispatch, both National and International.
- Supporting commercial and finance team for proper billing and dispatch documents. Project bill amount recovery, and vendor payment.

- Time extension & LD waiver approval.
- Support to team during tendering, support to marketing and pre sales team with training.

2) Bengal Tools Ltd; Kolkata/Durgapur, West Bengal, India

Period/Job Title Jan- 2009 to August-2012; ASTT PROJECT MANAGER

Major Area of Responsibilities :- Techno-Commercial

- Project Management, coordination with clients (DSP, RSP, NTPC, DCIPS, NCC, etc). Coordination between internal departments and clients to complete the project in time.
- Drawing approval from concerned departments and third parties like MECON etc.
- Production planning of fabrication by 100 man power & 200 MT per month capacity.
- Quality maintenance, QAP/QAM preparation and approval from client. Inspection of materials both raw and fabricated and getting inspection clearance from client, third parties like MECON, DSP, NTPC, TUV etc.
- Material Indent as per drawing BOM, vendor development, purchase order generation, i.e. total SCM.
- Documentation for material dispatch, both National and International with material loading at factory.
- Project bill amount recovery.
- Vendor payment.
- Site Erection/Project co-ordination at Durgapur Steel Plant.

3) Brightpoint India Pvt. Ltd; Kolkata/Durgapur, West Bengal, India

Period/Job Title Oct- 2006 to Nov-2008; AREA SALES EXECUTIVE - CHANNEL SALES

Major Area Of Responsibilities

- Handle vendors like CNFO, Distributors, and Retailers activities.
- Handle sales team.
- Reviewing sales target, supporting sales team to complete sales target.
- Marketing, placing banners, displays at counters.
- Sales team training. Generating new customers

4) NetWatch Digital Solution Pvt. Ltd; Durgapur, West Bengal, India

Period/Job Title Oct- 2005 to Sep-2006; CUSTOMER CARE EXECUTIVE

Major Area of Responsibilities

- Inbound call receiving.
- Training of outbound sales caller team

5) DTDA; Nagpur, Maharashtra, India

Period/Job Title July- 2003 to August-2005; ASST. MANAGER - SALES AND MARKETING

Major Area of Responsibilities

- Handle sales, marketing and advertising team.
- Reviewing sales target, supporting sales team to complete sales target.
- Sales & Marketing team training.
- Generating new clients for own company.

Work for brand development of ITC, Sapat Tea, UB Groups etc. with advertising and marketing team through door to door advertisement, through displays at counters, direct customer interaction, distributors and retailers etc.

Reference On Request

About self I am a good team player and a team leader hence can handle man power. I am a quick learner can learn new things easily and implement as required. I like to take challenges and complete my job in time.