
OBJECTIVE

- To obtain a dynamic, challenging and growth oriented position in a progressive organization, where I can use my technical, analytical, detail-oriented and interpersonal skills to improve services, products and reduce costs. All the while engaging in new challenges and learning experiences.

PROFESSIONAL SUMMARY

Experienced **Marketing and Commercial Management professional with 20+ years of experience** in Pharmaceuticals, Construction Projects, and Accounts Management. Skilled in **sales management, GST compliance, Invoice operations, financial reporting, project coordination, and team management**. Proven ability to improve operational efficiency, manage client relationships, and achieve business targets.

Key Skills

- Marketing & Sales Management
- Pharmaceutical Product Branding
- GST & Invoicing Management
- Budgeting & Cost Control
- MIS Reporting & Financial Analysis
- Client Relationship Management
- Team Leadership & Staff Coordination
- ERP / SAP / Tally Accounting
- Project Coordination
- HR & Administrative Management

ORGANISATIONAL EXPERIENCE

Lipur Pharmaceuticals Pvt. Ltd.

Jan 2018 TO Till Date

Daxin Pharmaceuticals Pvt. Ltd.

Aug 2015 TO Dec 2017

Pharmaceuticals companies offering excellent and cost effective drugs to the customers. Pharma Company is the distributors of professionally managed generic drugs in India. Pharma company are a team of experts who strike the right balance between quality and feasibility. The Rx generic drugs available at our online pharmacy abide by the world-class standards of manufacturing and quality control in India. A prescription from a licensed doctor is a pre-requisite for buying drugs online and offline.

- ❑ Handling store work also manufactures and making product Branding.
- ❑ Invoicing with Client, Dealing with GST and follow up for payment.
- ❑ Making all documents for clients, staff, accounts and also doing HR work etc.
- ❑ Taking apt costing and budgeting decisions, uses of management accounting, departmental cost, fixing target of the company and their regular feedback.
- ❑ Managing sales, cash, collection and purchase accounting function, preparing debtor and creditor reconciliation statements. Handling the customer queries.
- ❑ Fixing target to all MR, ASM moth wise
- ❑ Taken all report day to day basis, tour Program from staff.
- ❑ Handling client tour program in domestic and foreign.
- ❑ Handling all certificate like ISO, Product registration from Gov. and other.

KALPATARU POWER TRANSMISSION LTD.

Aug 2009 TO Dec 2012

Kalpataru Power Transmission Limited is one of the leading companies in the field of Turnkey projects for EHV Transmission Lines up to and including 800 KV in India and Overseas. As an EPC contractor, scope of work includes design, testing, fabrication, galvanizing of towers and construction activities from survey, civil works/ foundation, erection to stringing and commissioning of EHV lines, besides procurement of items such as conductors, insulators, hardware accessories etc. Kalpataru Power Transmission is a public listed company with a turnover of USD 385 Million and annual production of 80,000 MTs.

ROLE & RESPONSIBILITIES: - Commercial Officer. 765KV Angul – Jharsuguda Transmission Line. Jharsuguda, Orissa (Value of Project 180 Crores (Including Supplies)) (July 2011 to Dec 2012)

ROLE & RESPONSIBILITIES: - Commercial Officer. 400 KV D/C Churaibari – Silchar - Khelerihat Transmission Line. Silchar - Assam (Value of Project 203 Crores (Including Supplies)) (March 2011 to June 2011)

- ❑ Co-ordination with client on a day to day basis. invoicing and collection of payment for the work in progress. Attending periodic Commercial review meeting with the client.
- ❑ Involved in Execution of 400 KV D/C Churaibari – Silchar - Khelerihat Overhead Transmission Lines of approx. 158 KM Under Power Grid Corporation Of India Limited.
- ❑ Ensuring all construction activities being carried out as per approved drawings, documents and work procedures with all safety precautions.
- ❑ Project Coordination from HO and with client.
- ❑ invoicing with Client, Preparing Contractor Bill, Dealing with all Taxes.
- ❑ invoicing with Client, Preparing Company Bill and follow up for payment.
- ❑ Making all documents (ISO 9001) like of Power Grid Corporation of India Limited.
- ❑ Experience in multiple project handling. Experienced in technical coordination, execution, project documentation as well as all Commercial activities (invocing with client etc)

ROLE & RESPONSIBILITIES: - Commercial Officer. 765 KV S/C Gaya - Sasram Transmission Line. BIHAR (Value of Project 98 Crores (Including Supplies)) (Aug. 2009 to Feb. 2011)

- ❑ Involved in Execution of 765 kV S/C Gaya-Sasaram Overhead Transmission Lines of approx. 148 Under Power Grid Corporation Of India Limited.

ROLE & RESPONSIBILITIES: - Commercial officer 400 kv D/c Barh - Koliwar Transmission Line. BIHAR (Value of Project 113 Crores (Including Supplies)) (Aug 2009 to Till Date)

- ❑ Involved in Execution of **400 kv D/c** Overhead Transmission Lines of approx. 75 kms under Power Grid Corporation Of India Limited.
- ❑ **Including completion of reconciliation of Owner Supplied Materails and obtaining release of all BG's and TOC from client.**

ROLE & RESPONSIBILITIES: - Commercial Officer Multi Circuit of Barh Transmission System at Barh Transmission Line. (Value of Project 71 Crores (Including Supplies)) (Aug 2009 to Till Date)

- ❑ Involved in Execution of **Multi Circuit** of Barh Transmission System Overhead Transmission Lines of approx. 8 kms under Power Grid Corporation Of India Limited

The New India Civil Erectors (P) Ltd.

June 2008 TO July 2009

The New India Civil Erectors (P) Limited is one of the leading companies in the field of Civil Construction projects for Refinery up to and including Refineries in India and Overseas. As an Civil contractor, scope of work includes design, testing, fabrication, galvanizing of Building towers and construction activities from survey, civil works/ foundation, erection and commissioning of Civil Works, besides procurement of items such as Steel, Cement Building accessories etc.

ROLE & RESPONSIBILITIES: - Accounts Officer. Building Construction Work. Madhya Pradesh (June. 2008 to July 2009)

- ❑ Involved in Execution of Building Construction Overhead Civil Construction of approx. 4 Under Bharat Oman Refinery Ltd. Agashod Bina.
- ❑ Ensuring all construction activities being carried out as per approved drawings, documents and work procedures with all safety precautions.
- ❑ Project Coordination from HO and with client.
- ❑ invoicing with Client, Preparing Contractor Bill, Dealing with all Taxes.
- ❑ Steel & Cement Purchasing.
- ❑ Manage Financial Statement/s, Fund and Cash Flow Analysis, Cost Volume profit Analysis, Budgetary Control, Marginal Costing.
- ❑ Taking apt costing and budgeting decisions, uses of management accounting, departmental cost, fixing target of the company and their regular feedback.
- ❑ Managing sales, cash, collection and purchase accounting function, preparing debtor and creditor reconciliation statements. Handling the customer queries.
- ❑ In charge for accounting maintenance's and assisting auditors for finalization of accounts, Office administrations. Looking after office administration, Collection of receipts.
- ❑ Scrutinizing the vouchers before payment as per the company procedure and processes.
- ❑ Preparing MIS reports to apprise management of the business performance and assist in formulating future objectives and operational policies / procedures.

Jyoti Structures LTD.

March 2005 TO June 2008

Jyoti Structures Limited is one of the leading companies in the field of Turnkey projects for EHV Transmission Lines up to and including 800 KV in India and Overseas. As an EPC contractor, scope of work includes design, testing, fabrication, galvanizing of towers and construction activities from survey, civil works/ foundation, erection to stringing and commissioning of EHV lines, besides procurement of items such as conductors, insulators, hardware accessories etc. Jyoti Structures is a public listed company with a turnover of USD 500 Million and annual production of 90,000 MTs.

ROLE & RESPONSIBILITIES: - Computer Operator/Office Assist. 765 kv S/c Bina - Pichor Transmission Line Circuit - I. (March 2005 to April 2007)

- ❑ Involved in Execution of 765 kV S/C Bina –Pichor Overhead Transmission Lines Circuit – I of approx. 144 Kms. Under Power Grid Corporation Of India Limited.
- ❑ Ensuring all construction activities being carried out as per approved drawings, documents and work procedures with all safety precautions.

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|---|---|
| <input type="checkbox"/> Language | C, C++ |
| <input type="checkbox"/> RDBMS | FoxPro 2.6 for window |
| <input type="checkbox"/> Web | HTML, DHTML |
| <input type="checkbox"/> GUI | M. S. Visual Basic 6.0 |
| <input type="checkbox"/> Packages worked on | MS - Office 98/2003/2007, Page Maker 5.0, 6.0, 6.5, 7.0 |
| <input type="checkbox"/> Area of Interest | Object Oriented Concept System Analysis & Design |

PERSONAL DETAILS

NAME : Chandan Kumar Mishra
DATE OF BIRTH : 7th July 1982
ADDRESS : H/o Shailesh Patel, Patel Bhawan, Bajrangi Chowk, Jhakariapur (Jhali)
Patna (Bihar) -07
MARITAL STATUS : Married
NATIONALITY : INDIAN
Notice Period : 1 month
Current CTC : 8.40 lac per annum
Expected CTC : negotiable
Relocation : Anywhere in India

DECLARATION

The above furnished details are true to the best of knowledge & belief.

Place: Bina (MP)

Chandan Kumar Mishra