Sandip

Email: Sandip.353800@2freemail.com

**Senior Executive**

Entrepreneurial-minded executive with consistent successes in growing, improving the profitability, and value of the organization. Experienced leader and specialist at identify & capturing business opportunities. Organized planner with capabilities in managing multiple, concurrently running tasks. Cool under pressure and tenaciously do what it takes to get the job done.

**Core Competence**

• P&L and Financial Planning • Startup & Consolidation • Strategic Planning & Development

• Project Management • Operational Management • Regulatory Compliance

• Travel Management • Budgeting & Cost Control • Talent Acquisition & Retention Planning

**Professional Experience**

**Riva Digital FZ LLC, Dubai Jan 2014 – Jan 2017**

**(Riva Animation & VFX Pvt Ltd Indian Subsidiary)**

**Operations Manager**

* Infrastructure setting up in accordance with the IT hardware requirements.
* Directly reporting to the Chairman/ CEO.
* Manage receivables, review & co-ordinate payments
* Manage current and future sub-contractors, suppliers and contracts.
* Analysis, maintenance, and communication of records required by Law or local governing authorities.
* Liaison with Any Govt. Authorities and also work as PRO wherever required for issuing and cancellations of visa.
* Oversee the filing and archiving systems, and keeping track of insurance, HR and visa matters.
* Liaise with banks e. g. opening/closing accounts, completion of loan documentation. For the company as well as for the CEO.
* Handling of all purchase related requirement for the company.
* Meeting with all vendors and getting competitive quotations for all requirement related to purchase.
* Maintaining vendors ageing report with the finance department so that the maximum credit period can be utilized for the benefit of the company.
* Maintaining the defined SOP that is put place before any purchase order is issued after getting the necessary approval from the respective departments.
* Maintaining an extensive list of assets & stationeries that are procured and keep track of assets & items that are allotted to concerned department.
* Preparing monthly fund flow statement for the Indian operation and sending financial reports to the HQ in Dubai.
* Monthly P/L- Analyzing the monthly overhead costing and evaluating the percentage variance between fixed & variable expenses in accordance with the projected cash-flow and whether the variance is within the forecasted guideline.
* Profit optimization and monitoring for all ongoing projects.
* Budgeting & Cost control in terms of procurement of hardware and software and getting extended payment schedule to meet the cash-flow projections.
* Identifying, recruiting people from competitors and offering attractive financial packages in accordance with market standard.
* Recruitment of employees as per the requirement of the projects. Total headcount as end of 2016 was 235.
* Payroll Management
* Corporate restructuring for all Group Companies in terms of various shareholdings.
* Defined & implemented corporate strategy for new offices and business channels aligned to organizational business objectives.
* Collaborated with the finance department for setting up bank guarantees and credit facilities based on future business contracts as well as operational requirements.
* Maintained updated documentation of contracts entered by the company as well as documentation related to incorporating companies in UAE, Singapore & India
* Interacted with the legal department for finalizing contracts & agreements related to assigned projects.
* Startup planning for India operations.
* Corporate agreements with Turkish Airlines and Lufthansa for setting up the travel desk.
* Setting up corporate agreements with all major hotels in UAE for all our in-bound guests and employees.
* Handling all in & out bound travel requirements for the company. Arranging visa requirements and hotel bookings.
* Looking after all the travel requirement for the CEO and his family.

**Getax Ocean Trades Pte, Singapore & Dubai Feb 2010 – Nov 2013**

**Business Development Manager**

* Initiated the setup of the Middle East operation from the stage of incorporation to fully operational.
* Instrumental in setting up strategic Joint Venture for phosphate trading business with Coramandel International India.
* Built & maintained productive business relationship with existing clients & prospects for effectively closing identified business deals
* Successfully negotiated the JV between Getax Ocean Trade & Coramandel International.

**SKA Air & Logistics FZE, Dubai- UAE May 2009 – Jan 2010**

**HR Assistant Officer**

* Conducting initial phase of the interviews with the candidates.
* Carrying out the induction process with the new employees.
* Implemented the Standard procedure for the Employee Evaluation.
* Controlling the movements of all employees from different base station.
* Interacting with the Local Authorities in the Dubai Airport Free Zone as a Public Relation Officer.
* Representing the company in terms corporate affair with the local authorities.

**Standard Chartered Bank, Dubai - UAE May 2006 – Sep 2008**

**Relationship Officer - SME Banking**

* Responsible for acquiring New-To-Bank (“NTB”) customers.
* Providing clients with Trade, Forex Services, Bank Guarantees and Trade Facilities.
* Generating average monthly fixed deposits of approximately AED 1 million / month.
* Maintaining average monthly liability of AED 3 million.
* Cross-selling of other wealth management products.
* Attracting high-net worth client of AED 150 million in 2007
* Instrumental in establishing contact in the various free zones to get reference regarding new clients who are establishing their business in UAE.

**Bajaj Allianz Life Insurance Company Ltd, Kolkata – India Apr 2002 – Apr 2006**

**Sales Manager**

* Responsible for marketing of Life Insurance products.
* Handling a team of 35 consultants.
* Efficiently conducted regular training to make them more motivated to achieve their targets.
* Accredited for depositing gross premium of Indian Rs. 28.5 million.
* Held the credit of being the first to explore rural market and also set up team of consultants to pick up premium from the rural belt.

**DHP Financial Services Ltd, Kolkata – India Oct 1996 – Apr 2002**

**Assistant Manager**

* Responsible for client sourcing for hire purchase division of the company especially in heavy industry segment.
* Identifying potential new clients for the Hire Purchase Division.
* Maintaining the database of the of the company’s client and to keep a cordial relationship with them so as to generate more future business from them.

**Academics & Personal Details**

* **Bachelor of Commerce. (Accountancy), University of Calcutta (1995)**
* Date of Birth : 13th May 1973
* Languages known: English, Hindi and Bengali
* Nationality : Indian.