



# Souma Barui

**Date of birth:** 16/09/1986

**Nationality:** Indian

**Address:** 23/7 M.G.Road, Balaka, Kalitala, Joka, Kolkata 700104, India

**Phone number:** +91-9804252286 , +91-9804252287

**Email address:** barui.souma@ymail.com

**Father's Name:** Samarendra Barui

**Mother's Name:** Late Snigdha Barui

**Marital Status:** Married

## PROFILE

I am seeking a challenging and rewarding opportunity within a prestigious multinational corporation that recognizes and fully utilizes my true potential. I aim to contribute my extensive expertise and experience to drive organizational success while continuously enhancing my analytical and technical skills. I am a highly competent, results-oriented professional adept at managing a diverse range of office functions, consistently delivering top-quality work. I demonstrate proficiency across various operational aspects with insightful exposure to client interactions; adept at addressing process-related queries, resolving issues, and overseeing comprehensive administrative activities including accounting, invoicing, correspondence, filing, issuance of office orders, and assisting in the creation of commercial proposals. I am a focused individual equipped with thorough knowledge and technical expertise, coupled with the confidence to undertake and excel in challenging assignments. I consistently perform beyond expectations and contribute significantly to organizational excellence.

## WORK EXPERIENCE

### Senior Business Coordinator CHAMP Info Software

📅 12/2021 - Present 📍 PITTSBURGH, UNITED STATES

Currently working on-site at a client location in Pittsburgh, USA

#### Job Responsibilities

- Directed all computer-related tasks, optimizing the office management system, crafting computer presentations, and preparing comprehensive reports for various assignments. Demonstrated efficiency in proper filing and maintenance of all records and reports.
- Oversaw administration-related activities, ensuring optimal utilization of resources and smooth office operations.
- Managed the preparation, completion, and submission of high-quality bids, proposals, and submissions, ensuring they were delivered accurately and punctually.
- Ensured all bids, proposals, and submissions met the highest standards of content and presentation quality.
- Handled day-to-day general correspondence, including letters, faxes, and emails, maintaining precise records of all incoming and outgoing communications and confidential files.
- Executed efficient accounting functions, including the accounting of office bills, invoicing, correspondence, filing, issuance of office orders, and assisting in the creation of commercial proposals.
- Maintained and managed the entire workflow for both Accounts Receivable (AR) and Accounts Payable (AP), ensuring accuracy and efficiency.

### Senior Process Associate Concentrix (formerly IBM Daksh)

📅 04/2016 - 12/2021

#### Job Responsibilities

- Spearheaded all computer-related functions and optimized the office management system, including the creation of computer presentations and preparation of detailed reports for various assignments. Ensured meticulous filing and maintenance of all records and reports.
- Analyzed customer queries and delivered precise and effective resolutions to enhance customer satisfaction.
- Executed auditing and accounting functions to determine client payments for a USA-based cab service, ensuring accuracy and compliance.
- Managed daily general correspondence, including letters, faxes, and emails, while maintaining accurate records of all incoming and outgoing communications and confidential files.

### Accounts Associates ASR MAC (Mediterranean Alien Technology Consulting LTD)

📅 01/2015 - 01/2016

#### Job Responsibilities

- Directed all computer-related functions and optimized the office management system, including the creation of computer presentations and preparation of comprehensive reports for various assignments. Demonstrated efficiency in the precise filing and maintenance of all records and reports.
- Managed a broad range of administrative activities, ensuring seamless office operations and optimal resource utilization.
- Oversaw all aspects of office work, including routine company operations, and meticulously managed project and business data, ensuring accuracy, precision, and ease of record retrieval.
- Handled daily general correspondence, including letters, faxes, and emails, while maintaining accurate and secure records of all incoming and outgoing communications and confidential files.
- Executed effective accounting functions, encompassing the accounting of office bills, invoicing, correspondence, filing, issuance of office orders, and assistance in the preparation of commercial proposals.

EDUCATION

77.5% | Bachelor in Hospitality Management  
WBUT

📅 2009

64.7% | 12th  
WBCHE

📅 2005

63.5% | 10th  
WBBSE

📅 2003

61% | NCFM, Capital Market(Dealers)Module  
📅 05/2011

Crash Course on SAP (FICO)

Computer basics  
YCTC, Govt of West Bengal

ACHIEVEMENTS

- Featured on the cookery show "Radhuni" broadcasted on Aakash Bangla, showcasing culinary expertise.
- Possess extensive experience and knowledge in organizing various events, including religious pujas and cultural programs.
- Equipped with a comprehensive set of resources, including skilled labor, extensive knowledge, and catering equipment, to provide food and beverage services for social functions such as weddings and birthdays.
- Holds a valid B1-B2 USA visa, effective until 2025, ready for international engagements.

STRENGTHS

- # Innovative resource utilization
- # Committed to continuous improvement
- # Adaptable in dynamic environments
- # Leadership and motivation skills
- # Discreet with sensitive information
- # Effective communicator and collaborator
- # Superior organizational capabilities
- # Thorough attention to detail
- # Resourceful in operational challenges
- # Skilled in stakeholder management
- # Creative process improvement
- # Efficient in time management

LANGUAGES & COMPUTER

📌 LANGUAGES

English



Hindi



Bengali



📌 COMPUTER

MS Office(Word, Excel, PowerPoint, Outlook)



Internet, Emails



SKILL GRAPHS



HOBBIES

- ✈️ Exploring distant lands
- 📖 Getting lost in a good book
- 📷 Capturing moments
- 🎵 Feeling the music
- ⚽ Every kind of sport
- 👨‍🍳 Culinary Craftsmanship

DECLARATION

I affirm that the information provided is accurate and truthful. I understand that any discrepancies may lead to disqualification or termination and consent to the verification of the details provided.

SOUMA BARUI