

**Subash Bishwakarma**

**Marwari Patti Jain Bhavan Road, Dimapur, Nagaland 797112**

**[subashsanjay840@gmail.com](mailto:subashsanjay840@gmail.com)**

**8787637364**

**LinkedIn: <https://www.linkedin.com/in/subash-biswas-4a884527b>)**

### **Professional Summary**

Dynamic and results-oriented professional with over 20 years of experience spanning sales, marketing, education, and data analysis. Adept at enhancing customer satisfaction, driving sales growth, and leading teams. Proficient in advanced Excel, Power BI, and PowerPoint. Multilingual with fluency in English, Hindi, and Nepali. Committed to continuous learning and professional development. Professional Experience

### **Owner and Manager**

#### **Retailer Shop**

**2019 - Present**

Supervise daily operations to maximize customer satisfaction and operational efficiency. Oversee inventory management, financial transactions, and employee scheduling. Implement strategic marketing initiatives to boost store visibility and sales. Achieved a 15% increase in sales through effective marketing and customer engagement.

### **Business Owner**

#### **Clothing Sales, Self-Employed**

**Kohima, Nagaland**

**January 2011 - December 2018**

Managed all facets of a clothing retail business, including procurement, sales, and customer service.

- Cultivated strong vendor relationships for optimal pricing and inventory quality.
- Increased revenue by 25% through targeted marketing and promotional strategies.
- Delivered personalized customer service, resulting in high customer retention.

### **Science and Computer Instructor**

#### **Army School**

**April 2006 - June 2010**

Delivered science and computer instruction, fostering student comprehension and engagement.

Designed and implemented lesson plans and educational materials.

- Engaged with students and parents to address academic progress and concerns.

- Enhanced student performance in science and computer subjects by 20%.

**Training Manager & Sales Executive Representative\*\* Asu Max Pvt. Ltd.**

**March 2000 - September 2005**

- Led training programs for new sales representatives, enhancing team performance.
- Consistently met sales targets through effective customer relationship management.
- Conducted product demonstrations and provided technical support. - Promoted to Training Manager for exceptional performance and leadership.

**Polling Agent**

**ULB Election 2024\***

Facilitated efficient and fair polling operations.

Managed voter lists and assisted with voter check-ins.

**Data Analyst Trainee**

**Iraedu Tech**

**Sep 2023 - Feb 2024**

Completed comprehensive data analysis training, focusing on data cleaning and visualization.

Developed proficiency in advanced Excel and Power BI.

Created dashboards that improved client project decision-making.

**Education**

BSc in Biochemistry

Science College Kohima, Nagaland, India

Sep 1993 - Jun 1997

Solid foundation in biochemistry with a strong interest in data analysis and research.

**Skills**

Technical Skills: Advanced Excel, Power BI, PowerPoint

Sales & Marketing: Customer Relationship Management, Sales Strategies, Training & Development

Data Analysis: Data Cleaning, Visualization, Dashboard Creation

Languages: English (Native), Hindi, Nepali

Additional Skills: Teaching, Team Management, Content Creation

**Certifications**

DISM Course on Computers

Logistic Management

Typing Training

Chat GPT with Excel

Customer Care Course

Customer Service Essentials

Data Analyst Training

Digital Marketing

Prompt Engineering

Sales Management, Social Media Management

**Hobbies & Interests:** - Reading, Data Cleaning- Creating Dashboards, Fitness, content writing

