

# **SANCHITA KANJILAL**

**D.O.B : 05-May-1992**

**Address : - Venketesh Heights Dum Dum Cantt Kol-65**

**Contact : - 08979439128 OR 07409193096 / Email :-sanchitavrn@gmail.com**

**PROFESSIONAL SUMMARY:** A marvellous Product Manager with over almost 5 years' experience and the proven ability to guide product success and offer technical direction in product quality. Along with 2 years of experience in handling loan application and customer queries.

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## **CORE SKILLS:**

- Product development and management
- Strategies planning
- Training and development
- Underwriting and KYC.
- Technical writing
- In-house designing.

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## **PROFESSIONAL EXPERIENCE**

- **TATA CONSULTANCIES SERVICES, KOLKATA**– AS Seniors Process Associate:-

**Duration: 25/09/2024-Current:**

### **KEY RESPONSIBILITIES**

- UK insurance accounts handling in Indexing, Death quote and Death Notification.
  - Worked on UCH and Lesex Nesex.
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- **GENPACT INDIA PRIVATE LIMITED, GURUGRAM, HR** – AS PROCESS DEVELOPER:-

**Duration: 10/10/2022 to 17/08/2024**

### **KEY RESPONSIBILITIES**

- Banking & Capital Market.
  - Process Personal Loan application of Australian Customer.
  - Handling Inbound Calls.
  - Follow-up outbound calls & Documents collection.
  - Provide customer support.
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➤ **D S LABORATORIES PVT LTD, KOLKATA, WB – AS PRODUCT & OPERATIONS MANAGER:-**

**Duration: 14/07/2022 to 08/10/2022**

**KEY RESPONSIBILITIES**

- Overseeing product development procedures, supporting the design issues and approving final decision.
  - Supporting the sales team with product sales and expanding support to introduce new products to market.
  - E-commerce or product listing to order management on online portals.
  - Preparing Incentive data and letters.
  - Handling company's website and digital marketing.
  - Own product strategies, planning and positioning.
  - Overseeing training and development programmes for sales team and new joiners.
  - Obtaining and evaluating feedbacks to inspire product improvements.
  - Blogging and technical writing.
  - Ensuring and maintaining records of essential documents including WHO, COA, PRODUCT APPROVALS.
  - Overseeing the legal procedures including ISO, FSSAI, TRADEMARK.
  - Providing authorisation letters, cover letters and HR related letters of sales team.
  - Overseeing the final implementation of every promotional material.
  - Maintaining stock of samples and ensuring its judiciary usage.
  - Ensuring that vendors produce products to the correct specification.
  - Export documentation.
  - Quoting rates for tenders.
  - Organizing pre-budget and budget meetings.
  - Corel draw designing or in-house designing.
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➤ **D S LABORATORIES PVT LTD, KOLKATA, WB – AS PRODUCT EXECUTIVE :-**

**Duration: 21/12/2020 to 13/07/2022**

**KEY RESPONSIBILITIES**

- Overseeing product development procedures, supporting the design issues and approving final decision.
- Supporting the sales team with product sales and expanding support to introduce new products to market.
- Handling company's website and digital marketing.
- Own product strategies, planning and positioning.
- Overseeing training and development programmes for sales team and new joiners.
- Obtaining and evaluating feedbacks to inspire product improvements.
- Blogging and technical writing.
- Ensuring and maintaining records of essential documents including WHO, COA, PRODUCT APPROVALS.
- Overseeing the legal procedures including ISO, FSSAI, and TRADEMARK.
- Providing authorisation letters, cover letters and HR related letters of sales team.

- Overseeing the final implementation of every promotional material.
- Maintaining stock of samples and ensuring its judicious usage.
- Ensuring that vendors produce products to the correct specification.
- Export documentation.
- Quoting rates for tenders.
- Organizing pre-budget and budget meetings.
- Corel draw designing or in-house designing.

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➤ **Pharmtak Ophthalmic (I) Pvt Ltd, Agra, UP - AS PRODUCT MANAGER :-**

**Duration: 05/09/2016 to 15/01/2020**

**KEY RESPONSIBILITIES**

- Developing product studies, literatures and pack inserts.
- Developing SWOT analysis.
- Quotation work.
- Maintaining records of all important documents.
- Generating purchase orders.
- Dealing with manufacturers regarding purchase orders and product related issues.
- Export documentation.
- Dealing with approvals of promotional materials.
- Ensuring vendors services to the correct specifications.

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**EDUCATIONAL QUALIFICATION**

EXAM	SCHOOL/COLLEGE	YEAR OF PASSING	PERCENTAGES
10 <sup>th</sup>	KENDRIYA VIDYALAYA	2008	65.8%
12 <sup>th</sup>	KENDRIYA VIDYALAYA	2011	67%
B.PHARMA	ANAND COLLEGE OF PHARMACY	2012-2016	76.9% (Hons.)

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**ADDITIONAL SKILLS:**

Microsoft office including word, excel, and PowerPoint, Corel Draw, Photoshop.

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Date:

Sanchita Kanjilal