

SAYAK GOSWAMI

EXECUTIVE ASSISTANT TO CEO II CHEMICAL ENGINEER



CONTACT

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Surat, Gujarat

SKILLS

- Data Visualization
- Planning & Execution
- Effective Communication
- Import / Export Operations
- Data Analysis & Summarization
- Public Relations
- Teamwork
- Time Management

SOFTWARE EXPERTISE

- Microsoft Office Tools
- Microsoft PowerBi
- SAP
- AutoCAD

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Bengali (Fluent)

DOB: 14th March 1998



PROFILE

Dynamic working professional with 4 years of experience, including 3 years in the chemical industry managing chemical import, market analytics, and raw material procurement. Currently serving as the Executive Assistant to the CEO in a leading polyester company, contributing to strategic decision-making, business operations, and cross-functional coordination. A Chemical Engineering graduate with a strong analytical mindset, expertise in supply chain management, and a proactive approach to optimizing procurement strategies and market insights.



WORK EXPERIENCE

Garden Silk Mills Private Limited

2024 - PRESENT

Executive Assistant to CEO

- Managing the CEO's appointments, meetings handling correspondence with internal and external stakeholders.
- Conducting research, analysis, prepare reports, and assist with decision-making.
- Managing sensitive company information securely.
- Ensuring smooth office workflow and coordinate with departments.
- Preparing SOPs and regular monitoring.
- Arranging Corporate events, organizing meetings .

MCPI Private Limited

Assistant Manager - Marketing [Market Analytics & Import] 2023 - 2024

- Developing & handling departmental PowerBi Dashboard.
- Handling the entire import operation for the main raw materials Paraxylene & Acetic Acid.

Executive - Marketing [RM Procurement] 2022 - 2023

- Handling procurement of LSHS, Furnase Oil, HSD.
- Handling SAP operations [MM module]

Graduate Engineering Trainee - Marketing 2021 - 2022

Rashtriya Ispat Nigam Limited - Vizag

2018 - 2019

Intern - Utility Department [Air separation unit]



EDUCATION

Jadavpur University

2016 - 2020

B.E. in Chemical Engineering

GPA: 8.5 / 10.0

First Class with Honours

Project: Removal of heavy metal from water using Activating Carbon

Nabadwip Bakultala High School

2007 - 2015

Higher Secondary (WBCHSE) & Secondary (WBBSE)