

XXXXXXXXXX  
 Mobile: XXXXXXXXX  
 Email: XXXXXXXXXX

**SR. MANAGEMENT PROFESSIONAL - 8 YEARS IN SALES, BUSINESS DEVELOPMENT, KEY ACCOUNT MANAGEMENT, STRATEGIC PLANNING, TRAINING, HUMAN RESOURCE IN DIFFERENT SECTOR**

**ABRIDGEMENT:**

COMPETENCIES	PROFESSIONAL SNAPSHOT
<p><b>Managerial</b></p> <ul style="list-style-type: none"> <li>❖ Strategy Planning</li> <li>❖ Profit Centre Accountability</li> <li>❖ Sales Training</li> <li>❖ IC 33 Advisor training</li> <li>❖ Building &amp; Managing Teams</li> <li>❖ Training &amp; Development of Staff</li> </ul> <p><b>Functional</b></p> <ul style="list-style-type: none"> <li>❖ Business Development</li> <li>❖ Industrial Sales</li> <li>❖ Key Account Management</li> <li>❖ Relationship Management</li> <li>❖ Automobile &amp; Allied Domain</li> </ul> <p><b>Commercial</b></p> <ul style="list-style-type: none"> <li>❖ Service Delivery Administration</li> <li>❖ Solutioning /Tender Sales</li> <li>❖ Receivables Management</li> </ul>	<ul style="list-style-type: none"> <li>❖ Proactive, multi-skilled, dynamic professional, with <b>8 years</b> in high-paced business environment in <b>Sales, Key Account Management, Business Development, Team Management, Strategic Planning, Training, Human Resource and Profit Centre Management.</b></li> <li>❖ Outstanding track record in driving Sales, Business Development &amp; Training in most diverse and challenging business situations across sector like <b>Banking, Finance.</b></li> <li>❖ Last Working, as Assistant Manager - XXXXXXXXXXXXX</li> <li>❖ Earlier, steered responsibility as a <b>Training Manager</b> for XXXXXXXXX</li> <li>❖ Earlier, steered responsibility as a <b>Associate Sales Manager</b> for XXXXXXXXX</li> <li>❖ I have also worked as <b>Officer1</b> for XXXXXXXXX</li> <li>❖ I have also worked as <b>Team Leader</b> for XXXXXXXXX</li> <li>❖ In the past as Sr. Telemarketing with XXXXXXXXXXXXX</li> </ul>

**Career Contour**

From October '10 to May'11 with XXXXXXXXX

**Responsibilities:**

- Verifier Regional Processing Centre(RPC)

**From Aug '08 to Oct '10 with XXXXXXXXXXXX**

---

**Responsibilities:**

- Training & Counseling the trainers, Handling Consultant Trainers/ Rookie Managers
- Monitoring n counseling advisors
- IC 33 Advisor training
- Product Training, Developmental & Value added training
- Driving business
- Self development
- To be responsible for the regular Training of Sales Staff Training and leading a large team, providing discipline and performance feedback. Developing positive direct relationships with key business contacts.

**RECOGNITIONS**

---

- Product Champ
- Process Champ
- Trainer's Premier League (National Level)

**From Sep. '07 to Aug. '08 with XXXXXXXXXXXX**

---

**Responsibilities:**

- Developed and implemented management & marketing Strategies to increase sales.
- Developing Team motivation and team spirit
- Restructured previously established training programs for team staff to increase the sales & enforce product knowledge standard.
- Managed all day-to-day operations, including inventory control, appraisal & disposal of trades.
- Maintained high score for customer satisfaction index that resulted in repeated and referral business.
- Plan & implement strategies to maintain regular sales volume through individual customer as well as corporate group sales
- Recruitment and Proper Training N Counseling
- Developing Team motivation and team spirit
- Enhancing Team Performance Achieving Targets

**RECOGNITIONS**

---

- Three Awards in three consecutive Quarters

**From April '07 to Aug. '07 XXXXXXXX**

---

**Responsibilities:**

- HR related activities
- Maintained all personnel records.

- Responsible for checking all references to verify eligibility.
- Preparing the offer Letters, Appointment letters and confirmation letter.
- Conducting induction programs for new recruits along with complete joining formalities including filling up of forms for statutory memberships, HR presentation and feedback sessions.
- Organizing different events, cultural programs, & picnic for staff.
- Computer operations & Making presentations
- Preparing n Checking reports
- Checking various documents
- Administrative activities
- Computer operations,
- Making presentations
- Handling Files

#### **From Jan'06 to March '07 XXXXXXXXXXXX**

---

##### **Responsibilities:**

- To formulate and supervise the implementation of sales plans to achieve the company objectives.
- To be responsible for overall coordination, functional management, lead and motivate the team with accountability towards sales targets.
- To design & implement innovative promotion schemes to improve customer reach.
- Built up the Team and set the processes for sales pipeline monitoring & analysis, tracking and analyzing market intelligence & business plan and for monitoring performance of staff.
- To develop and implement sales policies and strategies for all sales team members within the objective lay down by the management.
- To set and meet the sales and revenue targets.
- Handling customer problem,
- Recruiting people, Team Handling, Team motivation

#### **OTHER PREVIOUS ASSIGNMENTS HANDLED**

---

- **XXXXXXX** SR. Tele-marketing Executive June'05 to Dec. 06  
(XXXXX)  
Sales promotion, handling customer problem, recruiting people,  
Team handling, team motivation.
- **XXXXXXX** Tele-marketing Executive Dec.'04 to June '05  
Executions of sales promotion, achieve personal target,  
Handling customer problem

#### **SCHOLASTICS**

---

- MBA (Specialization Human Resource) from SYMBIOSIS pursuing.(Final Year)
- B.Com (Hons.) from South City College (Day), Calcutta University in 1999(1<sup>st</sup> class in Part II)
- Class XII from XXXXXXXXXXXX in 1996 under W.B.C.H.S.E.
- Class X from XXXXXXXXXXXX in 1994 under W.B.B.S.E.

#### **EXTRA QUALIFICATION**

---

- ✚ NCFM beginners' module III exam secured 94% marks.
- ✚ **Licentiate in Insurance** passed in the year 2010

### COMPUTER PROFICIENCY

---

- ✚ E - DAST from CMC COMPUTER EDUCATION CERTRE a 2 years' Diploma course in Advance Software Technology (Specialization in MS OFFICE, MS DOS, HTML, ZML, C, C++, UNIX, ORACLE, JAVA, ASP NET, VB NET)

### PERSONAL DOSSIER

---

Father's Name: XXXXXXXX

Address: XXXXXXXX Kolkata - 700027

Date of Birth: XXXXXXXX

Marital Status: Married

Language Known: Bengali, Hindi, English

**I hereby declare that all the information is furnished above are true to the best of my knowledge and belief**

**Place:**

**Date:**

**Signature**