

CURRICULUM VITAE

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- OBJECTIVE** : To establish myself in an innovative and challenging job and acquire conceptual capabilities in the field.
- PROFILE** : A highly motivated and friendly person with positive attitude and strong ethics. A person who accepts pressure as challenge and having excellent communication & innovative skills.
- EXPERIENCE** : 7 Years
- ACADEMIC QUALIFICATION** : Passed **10 (W.B.B.S.E.)** from St. John's Diocesan Girls H.S School. Year 1994.
- Passed **12 (W.B.C.H.S.E.)** from St. John's Diocesan Girls H.S School. Year 1996.
- Passed Graduation, in **B.Com (H)(CALCUTTA UNIVERSITY)** from South City College (Day) Year 1999. [1st Class in Part II.]

PROFFESIONAL QUALIFICATION:

e-DAST from CMC COMPUTER EDUCATION CENTRE
A 2 yrs Diploma Course In Advanced Software Technology.
(*Specialization:* MS DOS, MSOFFICE, HTML, XML, C, C++,
UNIX, ORACLE, JAVA, ASP.NET, VB.NET)

Pursuing **MBA** from SYMBIOSIS.
(*Specialization:* **Human Resource**)

NCFM beginners module III exam(94%)

Licentiate in Insurance passed in the year 2010

PROFESSIONAL EXPERIENCE :

- Job Profile** : Assistant Manager -AMII
- Name of the company : XXXXXXXX
- Duration :
- Job Responsibility : Verifier RPC.

Job Profile : **Training Manager**

Name of the company : XXXXXXXXXXXX
Duration : August 08 – October’ 10.

Job Responsibility : Sales Training
Training & Counselling the trainers
Handling Consultant Trainers/ Rookie Managers
Monitoring n counselling advisors
IC 33 Advisor training
Product Training
Developmental & Value added training
Driving business
Self development

Achievements : Product Champ, Process Champ.
Trainer’s Premier League (National Level)

Job Profile : **Associate Sales Manager**

Name of the company : XXXXXXXXXXXX
Duration : September 07 – August 08.

Job Responsibility : Recruitment
Forming Group
Individual as well as Group Development
Proper Training N Couselling
Handling of Team
Developing Team motivation and team spirit
Enhancing Team Performance Achieving Targets

Achievements : Three Awards in three consecutive Quarters.

Job Profile : **Officer1.**

Name of the company : XXXXXXXXXXXX
Duration : April 07 – August 07.

Job Responsibility : HR related activities
Preparing n Checking reports
Checking various documents
Administrative activities
Computer operations,
Making presentations
Handling files

Job Profile : **Team Leader**

Name of the company : XXXXXXXXXXXX
(XXXXXXXXXXXXXXXX) Smart Card (O/D A/C) Div.

Duration : Jan 06 – March 07

Job Responsibility : Executions of sales promotion

Job Profile : Achieve personal n team target.
Handling customer problem,
Recruiting people
Team Handling.
Team motivation.
SR.Tele-Marketing Executive
Deputy Team Leader

Name of the company : XXXXXXXXX
(XXXXXXXXXX) *Smart Card Division*

Duration : June 05 – Dec 06

Job Responsibility : Executions of sales promotion
Achieve personal n team target.
Handling customer problem

Achievements : Promotion within 6months

Job Profile : **Tele-Marketing Executive**

Name of the company : XXXXXXXXXXXXXXXX
(XXXXXXXXXXXXX) *Smart Card Division*

Duration : Dec 04 – June 05

Job Responsibility : Executions of sales promotion
Achieve personal n team target.
Handling customer problem

Achievements : Promotion within 6months

PERSONAL DETAILS :

NAME : **XXXXXXXX**

FATHER'S NAME : XXXXXXXXX

ADDRESS : KOLKATA-700027

MOBILE : XXXXXXXX

EMAIL ADDRESS : XXXXXXXXXXXX

DATE OF BIRTH : XXXXXXXXX

MARITAL STATUS : MARRIED.

LINGUISTIC ACQUISITION : English, Bengali, Hindi (both speaking and writing).

HOBBIES : Singing, Playing Synthesizer, Reading books

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