

## **CURRICULAM VITAE**

**Name :IPSITA CHATTERJEE**

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### **CAREER OBJECTIVE:**

To be a dedicated and hard working Management professional and work for an organization of repute which provides challenges and learning opportunity and where I can exploit my skills to the fullest and effectively contribute towards achievement of organizational goals and attain personal success.

### **WORK EXPERIENCE:**

**COMPANY: IndusInd Bank Limited**

**DESIGNATION: Associate Sales Manager**

**WORK TENURE: June 2013 till May 2015**

### **JOB PROFILE:**

- Initiating tie-ups with new corporates and bringing in business to the bank.
- Deliver services as per client needs and ensure a smooth corporate relationship.
- Handling post sales services.
- Regularly visiting the existing client base as a part of Public Relations activity, and making sure that all their queries and demands are met with.
- Achieving sales and revenue targets.

**COMPANY: Candid Communications**

**DESIGNATION: Management Trainee (INTERN)**

**WORK TENURE: September 2011 till August 2012**

### **JOB PROFILE:**

- Attending high profile events and gaining practical experience in Media handling.
- Worked as Media Manger for a couple of events and press conferences.

**COMPANY:** 2COMS Consulting Pvt. Ltd.

**DESIGNATION:** HR Executive/Associate

**WORK TENURE:** May 2011 till August 2011

**JOB PROFILE:**

- HR recruitment profile. Jobs included recruiting for various vacancies for client companies across India.
- Set up interview schedule and select candidates as per client criteria alongside taking initial round of interviews.

**PROFESSIONAL QUALIFICATION:**

Successfully completed 1year full time Post Graduation Diploma in Public Relations from Bhavan's College of Communication and Management, Bharatiya Vidya Bhavan, Kolkata, with 71.71% and was placed in 1<sup>st</sup> division.

**ACADEMIC QUALIFICATION:**

# Graduated as Bachelor of Commerce ([B.COM](#)) in 2<sup>nd</sup> Division, from Burdwan University in the year 2007.

# Passed HSE(Class 12) from Bidhan Chandra Institution for Girls, Durgapur, under WBHSCE, in 1<sup>st</sup> Division, in the year 2004.

# Passed AISSE (Class 10) from D.A.V Model School, Durgapur, under CBSE, in 1<sup>st</sup> Division, in the year 2002.

# Basic knowledge of MS-Office, Excel and Internet.

**HOBBIES AND INTERESTS:**

- Listening to music.
- Painting.

**PERSONAL DETAILS:**

Date of Birth : 14.10.1985

Nationality : Indian

Father's Name : Mr. Robin Chatterjee

Gender : Female

Mother's Name : Mrs. Kalpana Chatterjee