###### **Curriculum Vitae**



Rupak Sarkar

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| **Objective**  **SPECIALISATION**  **WORKING**  **PROFILE**  **sOFTWARE Exposer**  **PROJECTS**  **PERSONAL STRENGTHS**  **interests**  **EXTRA CURRICULAR ACTIVITIES:**  **Languages**  **known**  **education**  **PROFESSIONAL**  **QUALIFICATION**  **PERSONAL**  **DETAILS**    **DeclaratiOn** | | | **Seeking a challenging position in marketing development to utilize strong,**  **analytical, technical, problem solving and application development skills and to**  **Learn new method thereof want to represent my creativity knowledge for**  **Development of Company.**  **MBA MARKETING IN MAJOR & SYSTEM IN MINOR**  **BAJAJ CAPITAL LTD AS A RELATIONSHIP EXECUTIVE (Department SALES)**   * **Current CTC/Salary: 2Lac** * **Expected CTC /Salary:2.50Lacs** * **Notice Period:30days** * **Total Exp:2 years** * **Current Location: South Kolkata Gariahat Branch**   **Key Result / Responsibility Areas:**  **I got the position in the BAJAJ CAPITAL in the month of 2nd Feb 2013 to Till date and I am working in the giving responsibility includes:**  **Sales:**  **Providing proper 360 degree financial planning**  **Creat wealth through proper financial advisory**  **Generate Sales from Mutual Fund Products**  **Get References from existing clients**  **Cross selling financial products**  **Client Services:**  **Provide service to Walk- in clients in the branch**  **Ensure quality service delivered to client**  **Promoting new products likes NFO, New open ended equity fund etc.**  **Generate Mutual funds portfolios and guide them to understand the same.**  **Provide update on the current market scenario.**  **Provied the NAV value on regular basis.**  **Review clients Mutual fund portfolio in Every month.**  **Operations**  **Identify high value clients and generate leads**  **Improve their portfolios with proper fund allocation through mutual funds**  **To ensure that transactions are carried out within the prescribed date, and**  **without any errors**  **Ensure highest level of client satisfaction.**  **Competencies:**  **Banding Product Knowledge**  **Planning and Organizing Skills**  **Team Management / Interpersonal Skills**  **Sales and Influencing Skills**  **Communication**  **Knowledge of Competition**  **Awareness of SEBI regulations**   |  |  | | --- | --- | | **Operating Systems** | **Windows 98, XP Professional ,Windows 7, Lubantu** | | **Documentation package** | **MS Office-2007** |   **M.B.A Summer Internship Programme :-**  **Project Title**: **“An Analysis of Light Commercial Vehicles and Ambassador “**  **Duration : 1 month (MBA final year project- 2012-2013)**  **Team Size : 1**  **From: Hindustan Motors Ltd.**  **Leadership, hard working, ability to adjust in any environment, positive thinking attitude**  **Taking the knowledge of products in the market via internet, Listening music, Playing Cricket,**  **Playing Football.**  **Organized event in college fest and social events under Universal sound.**  **English: Read, write, speak**  **Hindi : Speak , Read**  **Bengali: Read, write, speak**       |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Year**  **Of**  **Pass-ing** | **Degree/ Certificate** | **Board / University** | **Name of the institution** | **Semester Marks Avg. DGPA** | | | | | | | | **I** | **II** | **III** | **IV** | **V** | **VI** |  | | **2011-2013** | **MBA** | **West Bengal University of Technology** | **Netaji Subhash Engineering College** | **6.12** | **6.38** | **6.75** | **7.13** | N/A | **N/A** | **6.60** | | **2008-2011** | **BCA** | **West Bengal University of Technology** | **Techno India Hooghly** | **7.29** | **7.57** | **7.43** | **7.30** | **7.59** | **8.96** | **7.68** | | **Year** | **Degree/ Certificate** | **Board/ University** | | **Name of the institution** | | | **Aggregate** | | | **Division** | | **2007** | **10+2(HSE)** | **West Bengal Council of Higher Secondary Education** | | **Hooghly Collegiate School** | | | **55.33%** | | | **2nd** | | **2005** | **10th (SSE)** | **West Bengal Board**  **Of Secondary Education** | | **Hooghly Collegiate School** | | | **56.50%** | | | **2nd** |       **AMFI Certified-NISM Series VA (Valid from 21-03-2014 to 27-11-2016)**    **Father’s Name : Sri Dilip Kumar Sarkar**  **Date of Birth : 30th July 1990**  **Gender : Male**  **Marital Status : Single**  **Nationality : Indian**  **E-mail : rupak.koushik@gmail.com**  **Contact no. : +91-9432815573** | |
|  | | | **I solemnly declare that the above details are correct and true to the best of my knowledge.** | |
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**Date:06/12/2014 ................................... Place: Bandel (Rupak Sarkar)**