Kaushik Dutta

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Address : 99/94 Dum Dum Jessore Road Kol-28

**OBJECTIVE**

To commit to the motto of the organization and put forward a conscious effort, investing time and energy in team spirit, to meet the challenge and rise with and for the organization.

**WORK EXPERIENCE**

**S.INTERNATIONAL(07.08.2011-27.06.2014)**

**Responsibilities Held:**

* Responsible for building and managing relationships with vendors and fabricators
* Setting up meeting with new vendors
* Sustain positive relationships with my team members
* Proactively offer assistance for a mutually beneficial relationships
* To negotiate and collaborate with vendors at many different levels
* To keep vendors informed about the developments in the organization
* To monitor factors such as delivery reliability,quality and accuracy of estimates and invoices

**ICICI BANK(19.11.2014 TO PRESENT)**

**Job Responsibilities:**

* Responsible for achieving the monthly sales targets, assigned to him/her, for various products and services offered by ICICI Bank.
* Cross sell new product and service opportunities.
* MARKET mapping, customer mapping, competitor mapping in the geography assigned.
* Proactively identify sales prospects and do business development activities in the geography assigned.
* Follow up on new leads and referrals to generate business.
* Follow the various internal guidelines and procedures of the bank.
* Ensure customer satisfaction.
* Resolve customer queries/issues.
* Maintain periodic status reports, including daily activity report and calls/follow-ups made.

**Summary of Qualifications**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Institute name | Board/university | Percentage% | Year of passing |
| Graduation(BOTANY)H | Dumdum Motijheel science college | W.B.S.U | 53 | 2011 |
| Higher Secondary | D.D.K.K.H.A | W.B.C.H.S.E | 70 | 2008 |
| Madhyamik | D.D.K.K.H.A | W.B.B.S.E | 75 | 2006 |

* **Very impressive communication skills**
* **Highly proficient in using MS Office applications**
* **Impressive interpersonal skills**
* **Team player but also comfortable working independently even under pressure**
* **Willing and able to do multi-tasking**

**Honest, hardworking and a team player**

**Achievements**

* **Received many personal commendations from satisfied clients and customers**
* **Academic exCellence for being a consistent Honor Student**

**COMPUTER SKILLS**

Microsoft Word, Excel, Access, PowerPoint, Outlook Express, Microsoft Windows XP and Microsoft Office XP Professional.

**OTHER DETAILS**

Age : 23

Date of birth : 17/07/1990

Father’s Name : Thakur Chand Dutta

Nationality : Indian

Religion: Hindu

**OTHER SKILLS**

Ability to quickly learn from scratch.

Adjusting to new work environment.

Easily gaining new skills – without difficulties.

Languages known: English, Bengali, Hindi

DATED :

PLACE :