

DILIP MANNA

CLUSTER HEAD

234, ROY BAGAN NAWABGANJ •

+91 9477343537 •

Mannakin07@gmail.com •

OBJECTIVE

Business Development with 20+ years of experience preparing flawless presentations, assembling facility reports, and maintaining the utmost confidentiality. Possess a B.Com. and DCA and expertise in Microsoft Excel. Looking to leverage my knowledge and experience into a role as Cluster Head.

PROFESSIONAL EXPERIENCE

NAWABGANJ ADARSHA KRETA SAMABAYA BHANDAR LTD.

AS A STORE KEEPER, 04-08-1989 TO 10-06-1992

- GRN NOTE TO PREPARE THE STORE AUDIT.
- LAZAR MAINTAIN OF STORE DEPARTMENT.
- WEEKLY AUDIT REPORT TO CHECKING THE GOODS.

HDFC SALES PVT. LTD.

RELATIONSHIP OFFICER, 05-07-2005 TO 04-07-2015

- GOOD PLANNING FOR THE SALES COPR. VISIT.
- GOOD RELATION OF THE CUSTOMER.
- GOOD PLANNING FOR SALES.
- MAINTAIN THE DS REPORT.

STANDARD CHARTERED BANK

BUSINESS DEVELOPMENT MANAGER, 06-07-2015 TO 30-10-2016

- GOOD PLANNING FOR THE SALES COPR. VISIT.
- GOOD RELATION OF THE CUSTOMER.
- GOOD PLANNING FOR SALES.
- MAINTAIN THE DS REPORT.

TATA HOUSING FINANCE SERVICE LTD.

SENIOR TEAM LEADER, NOV -2016 TO DEC-2019

- GOOD PLANNING FOR THE SALES COPR. VISIT.
- GOOD RELATION OF THE CUSTOMER.
- GOOD PLANNING FOR SALES.
- MAINTAIN THE DS REPORT.
- MAKE FULL TEAM REPORT.

ANDROMEDA SALES AND DISTRIBUTION PVT. LTD.

AREA SALES MANAGER, JAN-2019- TO JAN-2020

- GOOD PLANNING FOR THE SALES COPR. VISIT.
- GOOD RELATION OF THE CUSTOMER.
- GOOD PLANNING FOR SALES.
- MAINTAIN THE DS REPORT.
- MAKE FULL TEAM REPORT.

MY MUDRA FINCORP PVT. LTD.

CLUSTER HEAD OF WEST BENGAL, MAR-2020 TO PRESENT

- GOOD PLANNING FOR THE SALES COPR. VISIT.
- GOOD RELATION OF THE CUSTOMER.
- GOOD PLANNING FOR SALES.
- MAINTAIN THE DS REPORT.
- MAKE FULL TEAM REPORT.

EDUCATION

- B.COM AND DCA
- PASSED CIVIL DEFENCE COURSE

ADDITIONAL SKILLS

- MAINTAIN THE STORE
- GOOD RELATIONSHIP WITH CUSTOMER
- GOOD PLANNING FOR SALES AND MARKETING

PERSONAL DETAILS :

FATHER' S NAME : LATE S MANNA
DATE OF BIRTH : 7TH JANUARY 1969
GENDER : MALE
MARITAL STATUS : MARRIED
RELIGION : HINDU
NATIONALITY : INDIAN
ADDRESS : ROY BAGAN, NAWABGANJ
PO- ICHAPUR NAWABGANJ
PS- NOAPARA,
DIST – NORTH 24 PARGANAS
PIN- 743144, WEST BENGAL

ACHIEVEMENT :

- Certificate of Achievement – Runner's up Team Year of 2005-06.
- Certificate of Achievement Mission – 2007-08.
- Certificate of Achievement Challenger Trophy Contest Nov – 2009.
- Certificate of Achievement Kolkata Tiger year 2009-10.
- Certificate of Achievement Star Awards Year 2014-15.

REFERENCE :-

1. Mr. Rudra Prasad Chatterjee (Area Sales Manager – HDFC Sales Pvt. Ltd. Kolkata)
Contact – 9830623473
2. Mr. Sudip Nandi (Team Head - HDFC Sales Pvt. Ltd. Kolkata)
Contact – 9830378076

Date :

SIGNATURE