

WORK EXPERIENCE

Relationship Manager, Eloquent Inffo Solution Pvt (Work India), Bangalore (Feb 2022 – till date)

- Products sales and assisting clients after sales in resolving their grievances.
- Mentoring juniors (10) with their daily sale targets and call related issues.
- Managing reports of my team members and coordinating with my manger in improving sale numbers.

Account Assistant Manager, Farm Seeds Pvt. Ltd, Bangalore (June 2019 – Nov 2021)

- Quality and quantity checking of the products.
- Assisting account managers, while coordinating with bank mangers.
- Maintaining invoices and bills using Tally, ERP 9.

Account Assistant, MJ Infrastructures and Builder Pvt. Ltd, Bangalore (July 2018 – Mar 2019)

- Maintaining bills, verifying sales deeds, agreements and various other documents.
- Coordinating and assisting account managers in their day to day work.

Front Desk Executive, MJ Infrastructures and Builder Pvt. Ltd, Bangalore (May 2010 – May 2012)

- Coordinated and assisted higher management in their day to day workings.
- My work included arranging meetings and coordination among higher management and guests. It also included handling admin responsibilities.

INTERNSHIPS

- Durgapur Casting & Allied Products Pvt. Ltd. (8 Weeks)
- Karvy Stock Broking Ltd, Durgapur (4 weeks)

PERSONAL AND TECHNICAL SKILLS

- Tools: Tally, MS-Word,Excel(Basic)
- Hands on Window OS
- People Management
- Languages: Hindi, English, Bengali

ACHIEVEMENTS

- Awarded **WORK-INDIA STAR PERFORMER** award for the quarter for the impeccable performance at the everyday work and achieving targets.

AREA OF INTEREST

- Event and People management.
- Cooking, Gardening, Dancing, Reading books, Poetry.

ACADEMICS

- MBA, Finance and Marketing, Dr. B.C Roy Engineering College(WBUT), 2018, CGPA : 6.19/10
- B.Com, SKMU 2015, 63%
- XII, JAC Ranchi 2012, 57%
- X, JAC Ranchi 2007, 60%