

Resume

SUMIT SARKAR

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560054

Permanent Address:
Sadar Hospital Quarter, Sadar
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822101

Personal Data

Date of Birth : 30th JANUARY 1991

Sex : Male

Marital Status : Unmarried

Nationality : Indian

Linguistic Knowledge
English, Hindi, Bengali

OBJECTIVE

To serve and contribute to an organization that provides me an opportunity to integrate my skills and gives me a platform for my growth and development within the organization.

Pen Picture

I can take up any responsibility and complete the given work successfully. I believe that my commitment and hard work to face any challenge in life will never fail me. I am also very much comfortable working in team under any kind of pressure.

What I can offer to the organization

Companies Requirement: My good listening skills coupled with effective interaction capabilities help me to analyze company's requirements and work accordingly.

Leader: "To lead from the front" is what I believe in.

Core Skills

- Strong Leadership. Interpersonal and conflict resolution skills.
- Innovative, Dynamic and Detail oriented.
- Organized and well-structured at work.
- Committed to deadlines and schedules.
- Good Communication Skills
- Fast Learner

Professional Qualification

S.No.	Course	College	University	Year	Percentage
1	BBA{ H}	Narula institute of technology, kolkata	WBUT	2012	74

ACADEMIC QUALIFICATION

S.No.	Course	School/College	University/ Board	Year	Percentage
1	SSC	M.K D.A.V PUBLIC SCHOOL	CBSE	2009	74.4%
2	HSC	M.K D.A.V PUBLIC SCHOOL	CBSE	2007	83%

Interests and Hobbies:
Traveling, reading books,
Listening to Music.

Strengths

- Ability, Interest and willingness to learn
- Self- analyzing prodigy
- Adaptability to change
- Time management
- confident

Weakness

- Tend to lose interest, if hard work is not recognized.

Personal Achievements

- Was captain of students at school level
- Able to manage family responsibilities with studies.

Self-Values:

- Honesty
- Humanity
- Integrity
- Excellence

Expected CTC – As per company Norms.

Preferences

Location: Bengaluru
Kolkata

Additional Knowledge

- **Proficient in use of MS OFFICE applications like Word, Excel & Power point.**
- **Comfortable in working in Windows and OS X Operating Systems.**
- **Proficient in use of Internet Application in extracting information as well as communication purposes.**
- **Proficient in use of ERP and Salesforce**
- **Comfortable with Basic Google Adwords, and Google Analytics**
- **Comfortable with Content writing and Web ad Proofing**

Internship

Adwit Global (July 2016 – September 2016)

As a Digital marketing Intern, my key responsibility area includes

- Categorizing the incoming web ads for the Design team
- Coordinating with the Design team for on time completion.
- Proofing the ads, and getting the corrections done
- Finding content for various Digital projects (Videos, websites and Landing pages)
- Internal Social media marketing on Linkedin, and google+
- Research on Keywords

Work Experience

GoldVIP Technologies Pvt. Ltd. (August 2015 –June 2016)

Working as a BD, my key responsibility area includes

- Merchant acquisition in F&B Sector through concept selling
- Work on Google Ad words and Analytics for basic online Marketing
- Building and maintaining relationship with the top level managers
- Taking Care of the various operational part during Promotional events
- Report analysis via Salesforce
- Training and leading team of 5 people.

Prestige Group (October 2014 – February 2015)

Working as a Business development executive (Marcom), my key responsibility area includes

- To Promote and develop business through various Gift cards
- To meet clients on regular basis and maintain relationship with them
- Forecasting sales and inventory on monthly basis
- To attend any query or escalation related to gift card & resolve them in a effective way
- To handle various promotional activities done to promote the gift cards
- To carry social Media marketing on facebook and linkedin for the online promotion of the gift cards

Ample Technologies Pvt. Ltd. (September 2012 – September 2014)

Working as a Retail Sales Executive in Imagine Store, my Key Responsibility Area includes

- To attend people and make them comfortable
- To initialize conversation and Understand their needs
- Assisting in maintaining inventory.
- To Suggest them the correct product, and Guiding them through product usability
- Informing Existing customers about new offers and products.
- Forecasting Sales and inventory.
- To create customer delight for each and every customer
- To maintain and lead the team

Declaration: I, Sumit sarkar acknowledge that all the information furnished here is true and best to my knowledge. In case of any misguidance or wrong information provided, I am solely responsible for that.

Date:

Place:

(Signature)