

CURRICULUM VITAE

Natasha Das

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Over 14 Years of experience in customer handling on hot & cold calls, grievances redressal, team co-ordination, sales reports compilation & presentation to the top management. Handling retail as well architects, interior designers, developers, contractors.

Objective

My objective is to strive for equipping myself with a strong theoretical, practical and experiential foundation in the discipline of management as well as to sustain a symbiotic relationship with the organization which will provide a due benefit to the organization as well as help me climbing the ladder of management.

Job Profile:

My current job profile is handling independently and managing the entire showroom of Cera Sanitaryware Ltd, assisting and supporting to sales team (East),compiling the sales reports & presenting to the management for further action. As well acquiring the market intelligence from the team & presenting them with new ideas. Working with architects, interior designers, builders, developers. Retail, professional sales and project handling.

Co-ordination amongst team:

- Working with the team to generate business..
- Compiling & reporting to the State Head on behalf of the team. .

Other

- People Management – Co-ordinating with the team & compiling reports & providing them the feedback with ways to work upon.
- Training & Development – Impart training to the sub-ordinates for their development.
- Implementation of Company's Policy and Procedures.

Trainings Attended:

- Sales report compilation
- Report management on daily progressive basis
- CLOBZ Sales management app
- Office Management on Google Drive

Work Experience:

February 2022 till Date
Cera Sanitaryware Ltd
Designation – Assistant Manager
April 2019 till December 2021

Orientbell Tiles Limited
Kolkata
Designation – Boutique Manager.
2018 to 2019

Royale Touche Laminates(Sumit Laminart Pvt Limited)
Kolkata
Designation – Showroom Manager
2016 to 2017

OnProcess Technology Pvt Ltd.
Kolkata
Designation – S. Customer care executive.
2014 to 2015

Mutsumoto Motor Co Ltd
Nakuru/Kisumu, Kenya
Designation:-Sales Co-Ordinator
2013 to 2014

Cygnus Splendid Ltd.
Roorkee,Uttarakhand,India
Designation:-Sales Co-Ordinator
2009 to 2012

Vision Unlimited
Dehradun,Uttarakhand,India
Designation-Centre Head

2007 to 2009

Aegis (TataIndicom)

Kolkata, West Bengal, India

Designation: - Customer Care Executive

2006 to 2007

Limtex Infotech

Kolkata, West Bengal, India

Designation:-International Customer Care Executive

IT Skills

- Knowledge of MS Office ,Excel,Powerpoint.
- Middle level knowledge of Tally.

Educational qualification.

:- 10th from St. Peter's School (2001)

:- 10+2 from IGNOU (2003)

:- Graduation (Netaji Subhash Open University)

Personal Snippets:

- Date of Birth :- 27-Mar-1985
- Permanent Address :- D-Block,Bijupara, A-Zone, Durgapur, West Bengal
- Languages Known :- English, Hindi & Bengali
- Nationality :- Indian
- Passport No :- M2850129

Strengths:

- *Responsible
- *Honest & hard working
- *Fast learner
- *Discipline

Date: _____

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