



SUMMARY

Highly motivated and lively individual seeking a challenging position in a reputed company to learn and grow. Proficient in managing, handling and communicating with both higher up authority and customers. Possess exceptional communication and interpersonal skills with ability to work independently and as a part of a team.

EDUCATION

University of Calcutta

Bachelor's Degree in Philosophy
2021-2023

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Holding an empathetic and outgoing yet professional image

PROFESSIONAL EXPERIENCE

Business Development Executive (Intern)

Aspire Digital Media | August 2023 - November 2023

- Generate leads.
- Making pitch deck and proposal documents for clients.
- Doing DMs and taking follow ups from existing clients.
- Fixing meetings to know more about the requirements of client in order to help.
- Attending meetings and taking minutes
- Scheduling meetings
- Sending E-mails to clients
- Other duties as required