

CHANDRIMA DAS

MBA

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CAREER OBJECTIVE

I want a highly rewarding career where I can use my skills, knowledge and training to help the company and my coworkers be successful.

PROFESSIONAL QUALIFICATION

- Currently pursuing MBA, session 2020-2022 (3rd semester completed) from BRAINWARE UNIVERSITY (KOLKATA).
- Passed Diploma-In-Elementary-Education Examination (D.El. Ed) in 2016-2018.

ACADEMIC QUALIFICATION

- Passed **BSc. (Hons.)** in Geography in 2015 with **55%** marks from Vidyasagar College for Women, Kolkata.
- Passed Higher Secondary from W.B.C.H.S.E with **80%** marks in 2012.
- Passed Madhyamik examination from W.B.B.S.E with **67%** marks in 2010.

WORK EXPERIENCE

1) Worked in **Great eastern technology** from November 2015. Worked 12 months.

Customer care executive:

- Done household surveys of UK citizens over phone calls.
- Sold products to UK citizens.

2) Worked at **HDFC PRIME banking** (December 2017- march 2018).

Trainee-prime channel:

- sold bank products- loans, credits cards etc. over phone calls.

3) Worked at **PACE SETTERS BUSINESS SOLUTION** park street (may 2018-May 2019).

Agent-Call Centre:

- Customer follow-up to collect policy premiums within due date by making phone calls.
- Making customer understand about policy benefits.

4) Worked at **OFFSHOOT AGENCY Pvt. Ltd.** Salt Lake sector -V (Since Jul 2019-Aug 2020).

Customer care associate:

- fulfilled team goals and targets,
- handled customer queries over the phone,
- handled critical situation,
- created good customer relation,
- analyzed customer and suggested products accordingly.

- Customer follow up.

INTERNSHIPS

- Completed Internship in **CRY (Child Relief and You)** from August 2021 for 2 months as HR intern.
- Completed Internship in **Air King Group** as HR intern for 2 months from August 2021.

OTHER ACTIVITIES

- Participated in university management fest 'Brainster2k21' as Programme Host.
- attended many webinars organized by Brainware University.
- President of HR C-lab in Brainware University (Department of management & commerce).
- Organized and hosted many HR C-LAB activities in the University.

OTHER SKILLS

Technical skills:

- M.S Office,
- Pursuing HR analytics using Spread sheet,
- Doing Online NPTEL course on Human resource Development.

Soft Skills:

- Active listening
- Cooperation
- Coordination
- Decision-making
- Creativity

Human Skills:

- Communication.
- Empathy.
- Positive attitude

HOBBIES

- Listening motivational videos
- Listening and Singing songs.
- Making friends.
- Doing yoga.

LANGUAGE KNOWN

English: Fluent in Speaking, Writing, Reading.
Bengali: Fluent in Speaking, Writing, Reading.
Hindi: Fluent in Speaking.

PERSONAL INFORMATION

Full Name: CHANDRIMA DAS

Address: 91/13 J.K street, uttarpara, Hooghly, Pin-712258.

Gender: Female

Date of Birth: JUNE 15, 1994

Age: 27

Marital Status: Single

DECLARATION

I do hereby declare that the above particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief, and I take full responsibility for the same. I will be held responsible for any false and misleading information mentioned above.

Place-Uttarpara.

Date 29th December 2021.

Signature.....