

# **RESUME**

**NABIN SARMAH**

**Pitampura**

**New Delhi-122004**

**Mobile: +91 9599656193**

**Email: nabinsarmah69@gmail.com**

## **CAREER OBJECTIVE**

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization

## **WORK EXPERIENCE**

### **Working in IFB as a Sales Team Leader (June 2019 to till Now)**

#### **Roles and responsibility:**

- Handling the West Delhi & North Delhi area (Modern Trade and Delar) & manage the sales staff.
- Set the target for a month basis and tracking the sellout data on daily basis.
- Guide the sales staff to achieve their target and also discuss with the incentive structure.
- Providing the floor training check the other parameter like grooming, display and branding material.
- Coordination with Warehouse in charge for material dispatch.
- Making sellout report in weekly wise.
- Doing marketing (Chief activity) as per schedule and discusses the Counter sales representative.
- Discuss the dealer the way to enhance the productivity.
- Handling the sales staff's issue and resolve their issues.
- Maintaining the Stokes and data as per store wise.
- Doing the marketing activity in store as well as housing society area.

### **11 Months worked experience in Tata & Singapore Airlines LTD (Vistara) as Travel executive (Admin).**

#### **Roles and responsibility:**

- Provided admin facility to the Employee.
- Handling the layover pattern of Tech crew and Cabin Crew and provided Them accommodation on daily basis.
- Hotel and Guest house booking the duty travel for Tata Sia employee for Global.
- Issued the domestic and international Ticket for employee (GDS).
- Processing the Visa.
- Issuing insurance.
- Maintain the relationship with vendor and arrange the business meeting with Vendors
- Arrange Cabin crew drive in different location.
- Keeping the data for all the duty travel employee on Daily basis.
- Handling the Transport facility for VIP (BOD, CEO, CSCO, CFO and CPO).
- To handle calls, request and complains of the employees.
- Handling security guard services on the daily basic and keeping track of their work.

- Keeping hold on the workings of office boys/security and helping or guiding them whenever required.
- Maintain standards, policies and procedures as per the company requirements.
- Good knowledge in negotiation for hotel package and making the profit to company.
- Booking the venue for annual program, conference hall, board meeting and award function.

### **7 Months Worked as experience in Samsung India Electronics as Product Consultant** **Roles and responsibility:**

- Gain the Knowledge of Electronics product and shared with the customer and sale them.
- Involvement with the customer to solve their query and give proper demo of the product.
- Prepare the sales report on daily basis and shared with team and uploaded in in application.
- Shared the Model Wise display and display share on weekly basis along with all the compataitive brand.
- Attained the training about the product in Office in monthly basis.

### **16 Month worked as Assistant Teacher in Vivekanadra Kendra Vidyalayas** **Roles and responsibility:**

- Worked as a Physics teacher and shared the Knowledge of Physics to Students.
- Provided Students the additional time to gain the experience for self which helps the students to get more knowledge.
- Used to share the practical experience then theory to students for better to understand the concept.
- Participate in science exhibition along with the students for making the project of students.
- Visited science places along with students for better understand to Students.

## **EDUCATION**

- Master of Science [2015] with aggregate of 69% from Tezpur Central University.
- Bachelor of Science(Physics) [2013] with aggregate of 66% from Digboi College.
- Higher Secondary Examination [2010] with aggregate of 55% from Margherita College.
- Secondary School Examination [2007] with aggregate of 52% from Jagun High School.

## **COMPUTER SKILLS**

- O/S: Window XP and Windows 7, 8.
- M/S Packages: Basic Ms Office(Outlook, Word, Excel, power point)
- Use of Internet and surfing.
- Diploma in Computer Application.

## **LANGUAGE SKILLS**

- English, Hindi, Assamese and Bengali (Excellent in Speaking and Writing)

## **EXTRA ACTIVITY**

- Playing Cricket, Travelling, Making Friends, Music etc.

## **PROFESSIONAL SKILLS**

- I easily mix up with people.
- Work with honesty
- Punctual and Positive towards work.

## **PERSONAL INFORMATION:**

Date of birth : 5th December 1991  
Place of birth : Jagun, Assam (India)  
Marital Status : Single  
Nationality : Indian  
Religion : Hindu

## **DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. Further references will be provided upon request.

**NABIN SARMAH**