

# DAYA SAGAR SWAIN

**Email:** dayasagarswain1@gmail.com

**Phone-** 7789898930

Seeking a position in the organization that would give me an opportunity to utilize my skills and abilities to contribute to its growth. Trying to develop as a high grade asset to the organization through my creativity will be my prime objective.

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## Strength

- Loyal
- Hardworking
- Committed
- Dedicated

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## Work Experience

JANUARY 2024 – PRESENT

**Sales Executive / Muthoot Finance**

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OCTOBER 2022 – SEPTEMBER 2023

**Circulation Executive / News7/Prameya**

- Market survey.
- Distributor/Agent create.
- Collection or Co-ordinate for payment.

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AUGUST 2020 – SEPTEMBER 2021

**Product Trainee/ SDPL Safety, Gurgaon**

- Training about the product to Sales Executive
- Handling B2B and B2C customer
- Visiting customer site and explaining about the product
- Sending quotation of various products to customer.

- Follow up with reference customer.
- Visiting complaint site and resolve within 24hr.
- Maintain good relation with customer.

MAY 2018 – JUNE 2020

## **Business Development Manager / Odisha Rajneeti, Bhubaneswar**

- Managing social media of own company & clients.(MLA & MP).
- Generate new lead for the company by the telecalling marketing.
- Handling complain and give proper service to customer.
- Closing the deals and collection of payment from customers.
- Coordinate with Graphics team & other employees for the service regarding the customer.
- Bulk SMS & Email Marketing.

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## **Educational Qualification**

| <b>Examination</b>  | <b>Board/<br/>University</b> | <b>Name of the<br/>institution</b>     | <b>Year of<br/>passing</b> | <b>Aggregate<br/>%</b> |
|---------------------|------------------------------|--|----------------------------|------------------------|
| MBA                 | BPUT                         | DRIEMS                                 | 2018                       | 70.55%                 |
| B.COM               | UTKAL<br>UNIVERSITY          | BABA<br>BHAIRABANANDA<br>MAHAVIDYALAYA | 2016                       | 56%                    |
| HIGHER<br>SECONDARY | CHSE                         | BABA<br>BHAIRABANANDA<br>MAHAVIDYALAYA | 2012                       | 40%                    |
| MATRICULATION       | BSE                          | PANDIT<br>JAMESWAR<br>BIDYAPITHA       | 2010                       | 55%                    |

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## **Technical Skill**

- MS Word, MS Powerpoint, Excel
- Email and SMS Marketing
- DTP
- Photoshop & Premier
- Social Media Optimization (Facebook, Twitter, Instagram, LinkedIn, YouTube)
- Web Design (Wordpress)

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# Personal Details

- DATE OF BIRTH20/06/1995
- FATHER’S NAMESatyabadi Swain
- SEXMale
- RELIGIONHinduism
- NATIONALITYIndian
- LINGUISTICSHindi, Odia, English
- ADDRESSAT: Mardaraj Prasad  
PO: Kalapangi  
Dist. : Nayagarh  
State: Odisha,  
Pin: 752077

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# Declaration

I hereby declare that the statements given here are true and correct to the best of my knowledge & belief and if anything found wrong here then my candidature might be considered terminated without any notice.

DATE: (Daya Sagar Swain)

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