

# Tania Bhattacharjee



O/2New Garia Housing Co-Operative Society, Kolkata, West Bengal- 700094

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## Career Objective

To obtain challenging responsibility in professionally managed Organization. Where in, I can contribute to a successful growth of your organization utilizing my skills and hard work and also improve my Personal & Professional skills.

## Summary

Sales & Marketing Experience	3 Years
Qualification	Bachelor in Commerce
Key Skill Sets	Brand launch, Business Development, Product Promotions, Competitor analysis
Current Location	Kolkata
Preferred Location	Kolkata/Silchar

## Work Experience

**One97 Communications Limited (Paytm)**

May 2015 to Present

Team Leader

### Functional Area:

Market Research/ Product Analysis/ Data Collection/ Coldcalling/  
Attending Meetings/ Product presentation.

### Job Role:

- Develop strategy for the team which will be used to reach daily target.
- Provide field training for the new team members and also educate and instruct the old members if any new rule has been implicated.
- Monitor team members' participation and listen to their feedback to ensure the training they are being provided is being put into use, and also to see if any additional training is needed.
- Manage the flow of day-to-day operations by following the reports of the team's progress.
- Generate action plans to enhance performance and productive capacity of underperforming personnel.

**MaxMobility Pvt.Ltd**  
BusinessDevelopmentExecutive

November 2014 to February2015

**FunctionalArea:**

Market Research/ ProductAnalysis/ DataCollection/ Coldcalling/  
AttendingMeetings/Product presentation.

**Sales&Marketing**

- Responsible for coordinating withthe existingdealers ofthe company.
- Tele-callingand takingorders ofthe product fromthe company.
- Updatingexistingcustomersaboutthechangeinproductpriceandnew Product launch.
- Educating the customers by giving them Demonstrations of the Software Applications.
- Explainingthecustomersthedifficultiesthattheyare/mightfacewhentheyare notusingthe technologythatcanhelpthemgrow even faster.
- Meetingthe new target customers andconverting theminto customers.
- Makingdailyallreports andsending themto the seniors.

**Predictable Revenue SystemPvt.Ltd.**  
BusinessDevelopmentExecutive

March2014 to November2014

**FunctionalArea:**

Market Research/ ProductAnalysis/ DataCollection/ Coldcalling/  
AttendingMeetings/Product presentation.

**Sales&Marketing**

- Responsible for coordinating withthe existingdealers ofthe company.
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**Graphic Designing**

- Advise clients on strategies to reacha particular audience
- Determine the message the designshouldportray
- Create images thatidentify a productor conveya message
- Create designs byhand
- Select colours, images,textstyle, and layout
- Presentthe designtoclients or the artdirector
- Incorporate changes recommended bythe clientsinto the finaldesign
- Review designsfor errors before printingorpublishingthem

## Academic Qualification

NAME OF EXAM	UNIVERSITY/BOARD	YEAR OF PASSING
Bachelor in Commerce	University of Calcutta	2014
Higher Secondary Examination	Ramanuj Gupta Junior College, Silchar	2010
Secondary Examination	St. Joseph's School, Badarpur	2008

## Professional Qualification

Completed 6<sup>th</sup> year course of FINEARTS from, RABINDRA BHARATI UNIVERSITY (WEST BENGAL)

Completed Ani-pro (2d and 3d) course from Arena Animation

Completed Graphics and Website Designing course from Arena Animation

## Achievements

2<sup>nd</sup> highest scorer in fine-arts in the State Board Exam (2008).

Represented state in "ALL INDIA SEED COMPETITION" 2 times organized by CAMEL

## IT Skills

**Application Software** : MS-Office, Internet Application

**Vector Graphics**: Adobe Photoshop

**2D Animation & storyboard**: Adobe Flash

**Audio Editing** : Sound Forge

## Personal Dossier

Father's Name : Bhabatosh Bhattacharjee  
Date of Birth : 31<sup>st</sup> December, 1991  
Gender : Female  
Nationality : Indian  
Language Proficiency : English, Bengali and Hindi, Assamese.

## Declaration

I, Tania Bhattacharjee, do hereby declare that the information given above in My Profile is true and correct to the best of my knowledge.

I also understand that any false declaration or willful suppression of information shall amount to misconduct and may result in appropriate disciplinary action.

Date:

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Tania Bhattacharjee