

Nandini Biswas

Contact No: +91-8584062606

Present Address: Keshtopur, Kolkata-700102, West Bengal, India

E-mail: nandinibiswas86@gmail.com

Professional Profile

Have been working with different well known brands and have 4 years of experience in public relation, customer service, relationship management, business development.

Career goal is to carry on a successful career in marketing (customer service/branding/PR) in a dynamic corporate organization, where I shall get opportunities to grow as a pure marketing professional and successfully work for a long period of time, explore myself professionally and add value to the organization.

Work Experience

➤ **Officer- Advertisement Sales, Indian Cable Net Company Limited**

October 2015 - Present

Job Responsibilities:

- Maintaining PR with corporate clients/local brands/state government departments
- Communicating with advertisers, advertising agencies
- Promoting SITI Channels
- Managing client relationship
- Business Development
- Coordinating with team
- Maintaining liaison with concerned departments
- Corporate communication

➤ **Color Consultant, Modern Retail Department, Akzonobel India Limited**

August 2014 - April 2015

Job Responsibilities:

- Managing customer relationship and communicating with target market
- Meeting customers and giving them consultancy about the colors and shades
- Liaising and networking with dealers, contractors, colleagues and other related people
- Developing business from color consultancy
- Coordinating with team
- Making marketing plans with team and helping in implementation
- Visiting WIP (work in progress) sites and supervising contractors and painters

➤ **Service Centre Associate, Retail Banking and Wealth Management Department, HSBC Limited**

June 2010 - September 2011

Job Responsibilities:

- Providing quick and efficient services to customers , implementation of activities as listed in the action plan
- Dealing with customer queries and complaints through emails
- Ensuring that all activities met with the requirements of the bank by keeping abreast of all procedural requirements concerning various products and services
- Making different kind of daily and monthly reports

Work Experience

➤ Intern, Linde Group

October 2009 - December 2009

Job Responsibilities:

- Understanding the distribution channel and sales procedure
- Finding out the problems and efficiency level of the distribution channel
- Checking the trade license and contract paper of each dealer
- Developing product guide and making updated list of dealers

Education

Bachelor of Business Administration (BBA)	Stamford University	Completed in 2009	CGPA: 3.81 out of 4.00 point scale	Specialization in Marketing
Higher Secondary	United Missionary Girls' High School	Session: 2002-2004	Second division (50.30% marks)	Specialization in Arts
Secondary (Madhyamik)	Nimtala Rangeswar High School	Session: 2000-2002	First division (68.50% marks)	

Skills

Key Skills: Public Relation, Communication, Customer service, Relationship management, Business development, Interpretation and presentation, Product marketing etc.

Language: Proficiency in understanding, speaking, reading and writing English and Bengali; Understanding and speaking Hindi.

Computer: Microsoft Office suite, Internet browsing, SPSS.

Personal Details

Year of Birth: 1986
Gender: Female
Marital Status: Single