

Sourav Majumder

Business Development Executive (Education Sector)

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Contact - 08972218718

To be a part of progressive and challenging organization that gives scope to enhance my potential skills and to reach the pinnacle in this **field with sheer dedication and hard work.**

WORK EXPERIENCE

Business Development Executive (BDE)

Orion Edutech Pvt. Ltd. - Kolkata, West Bengal - April 2015 to Present

Job Responsibilities

- = Worked in Government Projects (**SDIS, PMKVY, DDUGKY**)
- = Dealing with State Government for Fund Releases & Bill Payments .
- = Students Mobilization
- = Handling and counseling enquiries (Indoor & Outdoor).
- = Following up with enquiries for admission (Tele-call.)
- = Handling Tele-calling team.
- = Arranging seminars, campus interviews, workshops.
- = Supervision of local promotion and branding activities.
- = Collection of database from Schools, Colleges, Government Office etc.
- = Updating and Maintaining data in online system.

Sales Executive

Annapurna Udyogh. - Kolkata, West Bengal - December 2013 to March 2015

Job Role

- = Handling Dealers & Corporate sales.
- = Upselling and cross selling in existing clients list.

EDUCATION

B.A. Barasat University – North 24 Parganas , West Bengal 2014

Habra High School (H.S) – Habra, West Bengal 2011

ADDITIONAL INFORMATION

Computer Knowledge (D.I.T.A)

- Operating System – Windows.
- Package - MS Office (Word, Excel, Power Point)

KEY SKILLS :

Innovative ,Creative, Positive attitude, Effective Inter-personal skills, Good in building & maintaining people relationship, Problem solving ability, Strong counseling & convincing people.

Personal Details :

Father's name : Shib Sankar Majumder.

Nationality : Indian.

Religion : Hindu.

Marital Status : Single.

Date of Birth : 02-12-1993.

Address : Habra, Hijalpukuria (BATTALA)

North 24 Parganas 743271 , West Bengal

Interests : Listening music, expedition and adventurous trips.

Languages Known : English ,Hindi ,Bengali.

(SouravMajumder)