**Curriculum-Vitae**

**Name-** Amrita Dutta

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**Career Objective :**

Play a responsible role in an organization that enhances my skills and capabilities, challenges me to perform exceptionally, preferably in a progressive and competitive work culture in a well reputed company.

**Professional Strengths:**

* Core Strength is working in a team based environment, through hands on approach.
* Excellent communication and negotiation skills.
* Good problem- solving skills in crucial situations.

**Technical Skills:**

* **Softwares** : Microsoft Word, Excel, Powerpoint, Adobe Photoshop, Illustrator, Image Ready, Corel Draw, Page Maker.

**Internship:**

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| --- | --- | --- |
| **Name of the company** | **Period** | **Job Description** |
| HB Designs | 1 Month | Creative Trainee |

**Educational Qualification:**

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| --- | --- | --- | --- | --- |
| **Degree/ Examination** | **Board/ University** | **Institute** | **Year** | **Marks** |
| B.Sc Major | Calcutta University | Gokhale Memorial Girls’ College | 2015 | 67% |
| I.S.C | Delhi  Board | Pearls Of God  School | 2012 | 84% |
| I.C.S.E | Delhi  Board | Dreamland  School | 2010 | 76% |

**Extra- Curricular Activities:**

* Special interest in Painting, Drawing Cartoons, Doodling and Poster -making.
* Winner of Intra-College Badminton Doubles Championship 2014.
* Have done stage performances in Lead and Rhythm Guitar playing, Singing, Acting.

**Previous Work:**

1. Worked as an apprentice Fashion Editor (virtually) in a UK based News website - ‘The Global Panorama’ ([www.theglobalpanorama.com](http://www.theglobalpanorama.com)) for four months, January – April ,2014
2. Worked as a Creative and Marketing Executive in an Event and Tourism firm ‘ CrossIndia Tourism and Adventures Pvt. Ltd’ for 1 year, January 2015- June 2016.

Job role in Crossindia Adventures :-

– Making creatives – posters, banners, passes, standie, brochures, etc using softwares such as photoshop, illustrator, corel draw, etc.

* Promoting in social media such as facebook and twitter, posting from time to time.
* Being the face of the company through communication and coordination.
* Meeting up clients for sponsoring events/trips and tying up with them to make packages for tours.
* Helping in the operations of each event and parties and hosting them.
* Taking care of interns and assigning them with relevant tasks.

**Present Work:**

Working as a “Marketing and Customer Relationship Executive” at “ Global Adsorbents Pvt. Ltd.”- a chemical manufacturing company with their factory in Hyderabad and head office in Kolkata; from January 2016 - present day.

Job role in Global Adsorbents Pvt. Ltd:-

* Maintaining long term relationships with existing clients in a daily basis through phone calls and e- mails ( especially Pharma companies of Maharashtra like Sun Pharma, Lupin Ltd, Cipla Ltd, Ipca, etc.)
* Cold calling as per database made state -wise and zone -wise pan India.
* Updating data in the files of the history of the clients and day to day conversations.
* Executing new orders from the point of receiving a Purchase Order till the material is getting despatched and reaching the plant of the client.
* Preparing small orders for new clients and strong follow ups for bulk orders.
* Maintaining the sales statement, despatch statement and client sheet every day.
* After sales service and follow ups to be taken up regularly.

**Current Salary-** Rs. 15000/- (in hand)

**Personal Details:**

Gender- Female

Nationality- Indian

Marital Status- Single

Father’s Name- Kaushik Dutta

Mother’s Name- Mousumi Dutta

Date of Birth- 21.12.1993

Languages Known- English, Bengali and Hindi.

**Declaration:**

I, hereby declare that the above furnished stated particulars are true to the best of my knowledge and belief.

**Place:** Kolkata **Date:**

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Ms. Amrita Dutta