**GOPA BANERJEE**

**MOBILE: 9073397536**

**EMAIL: gopa.banerjee06@gmail.com**



**CAREER OBJECTIVES:**

Seeking to become a part of the industry to add special value to the organization by applying my skills and educational knowledge in a team environment. As a young professional, looking to find a challenging and value-added position in a company. To gain the best in field through hard work and sincerity with intelligence and gain knowledge through learning process and use it for the productive development on the corporate front, solutions-driven professional willing to take accountability and ownership of assigned responsibilities. To work in highly challenging and competitive environment where I would be able to explore my abilities and hence contribute up to the best of myself.



**PERSONAL SKILLS:**

Comprehensive problem solving abilities, hard working, energetic, ambitious and career oriented, good verbal and written communication skills, willingness to learn and self confident.



**VISION FOR FUTURE:**

To work as a key member/lead in challenging and creative environment. I want to be a good professional in the near future and want to keep my everlasting impression in the company.



**PROFESSIONAL EXPERIENCE:**

**IL&FS SKILLS DEVELOPMENT CORPORATION LIMITED:**

Currently working as Project consultant since August,2016

**Responsibilities:**

* School visiting as per requirement
* Manpower handling
* Enhanced Student counselling programs through research and innovative ideas.
* Guest lecturer and industry visit arranging for schools.
* Prepared and coordinated schedules for training program.

**R.I.C.E. Group:**

Worked as **Academic Counsellor**,[since March, 2016 – August, 2016.]

**Responsibilities:**

* Prepared and coordinated schedules for Student counselling programs
* Offered social, emotional, and monetary assistance to students
* Assisted students individually and in groups for planning and achieving personal goals.
* Assisted parents and students in picking up subject of interest
* Collected student’s data from School and analyzed their progress.
* Enhanced Student counselling programs through research and innovative ideas.
* Assisted in audit and review of academic programs

**Pathfinder Educational Centre:**

Worked As **Academic counsellor, [since jan-2015 to Feb, 2016]**

**Responsibilities:**

* Prepared and coordinated schedules for Student counselling programs
* Offered social, emotional, and monetary assistance to students
* Assisted students individually and in groups for planning and achieving personal goals.
* Assisted parents and students in picking up subject of interest
* Collected student’s data from School and analyzed their progress.
* Enhanced Student counselling programs through research and innovative ideas.
* Assisted in audit and review of academic programs

**EUREKA FORBES LIMITED:[MNC]**

Worked as **Territory Executive.** [**October,2013 to November,2014**.]

**Responsibilities:**

* Developed a client base through various methods of business development including door to door knock, corporate visiting, cold calling, market research, and networking.
* Provide product demonstration to the customer.
* Due to a rapidly changing environment, participated in weekly strategy meetings to discuss specific investments to pitch to current and potential clients.



**Mahindra First Choice (MA Motors)**

Customer Relationship Manager / Tele Caller

**Responsibilities:**

* Develop as well as maintains the relationship with the Customers.
* Served as a basic point of contact for customers with complaints, queries, request, feedback etc.
* Ensures that all the request, queries and complaint of customer are responded in a timely and professional manner.
* Making soft calls and fix appointments in coordination of sales and marketing team for prospective customer to visit showroom.
* Ability to deal with external and internal customer support in a professional manner.
* Developing systems and procedures to ensure that the leads generated are optimally utilized.
* Maintained Add positing on OLX, Quikr as well as on other free job Positing Sites.

**Edelweiss Broking Limited, Kolkata[** Nov 2012 – Dec 2012 ]

**Internship:**

MBA Project Title: Customer Relationship Management

**Responsibilities:**

* Perform the tasks of buying and selling bonds, stocks, and other sorts of investments on behalf of the client
* Provide recommendations on selling and buying stocks based on the interpretation of financial market information provided by analysts
* Perform the tasks of managing and reviewing portfolios handle responsibilities of interviewing clients to assess their requirements like income, capital growth, high or low-risk investments
* Perform the tasks of giving the best prices to the clients at the time of dealing and conduct the transaction
* Perform responsibilities of developing and maintaining client database.



**EDUCATION:**

* Completed Masters in Business Administration (MBA) in Finance with 71% marks from Global Academy of Business Management under Punjab Technical University in the year 2013
* Completed PGPM IN marketing with 73%marks from Global Academy of Business Management in 2013
* Completed Bachelor of Business Administration (BBA) in Finance with 49.30% marks from B.C. College under Burdwan University in the year 2011.
* Completed Higher Secondary from Asansol Girls College under W.B.C.H.S.E in the year 2007.
* Completed Madhyamik from Burnpur Girls High School under W.B.B.S.E in the year 2005.



**COMPUTER SKILLS:**

* Proficient with Microsoft Office application packages like MS Word, MS Excel, MS Access, MS PowerPoint, etc.
* Proficient professional and corporate presentation and outlook.
* Knowledge of Internet.



**STRENGTHS:**

* Quick learner and confident and capable of working in complex environment.
* Self motivating, innate ability to adapt to new work culture.
* Good communication skills, interpersonal and presentation skills.
* Positive mental attitude and always willing to achieve excellence.
* Good Team player with a constant desire to learn and accept new things.

**OTHER ACTIVITIES & INTEREST:**

* Hobbies: Listening to Songs, Singing and Dancing.

**Languages Proficiency**: English, Bengali and Hindi.

**PERSONAL DETAILS:**

**Father’s Name:** Mr. Jyotirmoy Banerjee

**Mother’s Name:** Mrs. Nomita Banerjee

**Date of Birth:** 13th September, 1989

Gender: Female

Marital Status: Single

Religion: Hindu

Present Address: 114, M.C. Garden Road, Dumdum Kolkata – 700030

Permanent Address: Newtown, Road No. 13, Q No. F-8/1, P.O. – Chotodighari P.S. – Hirapur, City - Burnpur, Assansol, Burdwan

E-mail address: gopa.banerjee06@gmail.com



I do hereby confirm that all the above information given by me is true to best of my knowledge.

**Date:** Your’s Sincerely,

**Place**: Kolkata **GOPA BANERJE**