*Resume*

**Name: SUBRO BANERJEE**

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**Career Summary:**

1. I have completed my Post Graduation Program in Management from Globsyn Business School, after graduating in B.B.A. (H) from DR BC Roy Engineering Collage.
2. I am a keen traveler, focus learner and genuine team player.
3. I have an affinity to grasp new things, take challenges and hence solve complicated problems.

**Career Objective**:

1. Intent to build a career with leading corporate firm or organization with committed & potential people, which will help me to explore myself fully & realize my potential.
2. To make sincere & continuous efforts towards building a promising career & to take challenges in life so that I can contribute to the growth & success of the organization I am working with.

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| **Year** | **Institute** | **Degree** | **Specialization** | **Marks/Grade** |
| 2015 | Globsyn Business School | PGPM-(I) | MARKETING | 5.00 CGPA (Out Of 9) |
| 2013 | DR. B.C. Roy Engineering Collage | B.B.A (HONS.) | MARKETING | 65% |
| 2010 | JMSSC | C.B.S.E  (DELHI BOARD) | COMMERCE | 58% |
| 2008 | JMSSC | C.B.S.E  (DELHI BOARD) | NORMAL | 54% |

**Summer Internship Programme**

**Organization:**  Globsyn Skills & Development Ltd

**Duration:** 21st April 2014 to 20th July 2014

**Project Title:** Implementation of Summer School

**Summary:**

1. It is basically a three months training program which I did from Globsyn Skills.
2. It basically dealt with cold calling, co- branding, sales & operations management.
3. Summer school dealt with generating in depth theoretical training &grooming of students, which will help the students in their professional career.

**Professional Experience →** Currently working in Online Computer & Services Authorized dealer of Canon Office Automation Products (June 2015 – Present).

Here my main job responsibilities are:

1. **Direct Sales→ (June 2015- October 2016 )**
2. Sales of Equipment & Consumable items for Canon Photocopier machines to customers.
3. Collection Of Dues from customers .

(C) Organized a customer meet in Peerless Inn where we as a marketing team invited prospective customers from Durgapur, Bankura & Asansol & sold Five Photocopier machines on a single day.

**2**. **Accounts → (November 2016- Present)** Maintaining 100% accurancy of cash register, & make sure all payment transactions are carried out in a proper way.

(A) Collection Of Cheques & depositing in bank.

(B) Participate in department meetings.

**Training Done After Class XII** Did a 3 Months (April 2010 - July 2010) accounts training from Online Computer & Services.

**Job Responsibilities:**

1. Maintain Daily Cash Book
2. Depositing cheques into bank &
3. Looking into the travelling expenses of the company

**Computer Proficiency -** MS Office

**Extracurricular Activities**

1. Participated in various cricket and football tournaments in school & collage life.
2. Participated in various cultural events in school & collage life.

Personal Qualities

1. Ability to Handel pressure
2. Good leadership skills to set goals, empowerment & performance evaluation
3. Strong Problem solving skills to resolve issues quickly & fairly.

Strong Leadership & Motivational Skills

**Personal Details**

Date of Birth - 13 Nov, 1991

Home Town - Durgapur

Father’s Name - Arun Banerjee

Permanent Address - House of late MR Banerjee, Gopalmath, Durgapur 17

Nationality - Indian

Sex - Male

Material Status - Unmarried

Caste - General

Religion - Hindu

Hobby - Playing Cricket & Listing Songs

Personal Skills - Honest & energetic, ready to accept challenges & Believe in team work

Languages Known - English, Hindi and Bengali

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**SUBRO BANERJEE Date**