# Ms. Pallabi Roy



Agarwal Residency, Yashwant Viva Township, New Nallasopara Vasai Link Road,

Opp. D-Mart, Vasai (E),

Pincode: 401 208.

Maharashtra, India.

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OBJECTIVE:

Utilize all the available platforms to learn and work diligently to become a successful and dynamic professional.

To work efficiently and effectively; as well as grow in a prestigious organization so as to achieve accomplishment of the organization goal.

SKILLS & STRENGTHS.:

* I have an efficient communication and presentation skill, which helps me to persuade people in a positive way.
* I have a positive attitude towards things, which makes me realize my confidence level and restricts me from being confident.
* I am a team worker, self motivated and do possess interpersonal skills.
* Hardworking and dedicated towards work.

EDUCATIONAL QUALIFICATION:

|  |  |  |  |
| --- | --- | --- | --- |
| Degree Obtained | School/College | Board/University | Year of passing |
| PGPBM+MBA  (Marketing and finance) | IIBS  Kolkata | Bharatiyar University (Coimbatore) | 2010-2012 |
| BBA  (Bachelor of Business Administration) | ICFAI University Tripura | ICFAI University Tripura | 2007-2010 |
| H.S (+2stage) | Netaji Subhash Vidyaniketan | T.B.S.E. | 2007 |
| Matriculation | Netaji Subhash Vidyaniketan | T.B.S.E. | 2005 |

PROJECTS UNDER TAKEN:

Successfully I have completed two projects in Semester-II & IV in BBA Program as well as in MBA Program. The titles of few are furnished below.

## RELIANCE LIFE INSURANCE(Tripura):

I have done 1-month (25.04.2008-24.05.2008) project there related to the product and selling system of Reliance life insurance co.in.

## ARKANEER, SEKERKOTE(Tripura):

It is an NGO and has done 2 months (26.04.2009-26.06.2009) project was on Study of Employment Generation to our Satisfaction.

For the development of the rural area, this NGO thinks for the rural unemployed people and open this NGO. They provide the training of some innovative works like carpentry, handloom products, and toys making etc.

## OVERSEAS CORPORATION PRIVATE LIMITED (OCPL,Kolkata):

I have successfully completed the internship from 15.02.2012-16.04.2012. During this period I have visited a huge numbers of multi-national companies and tried to learn their logistics requirements. I also worked as Marketing Executives for their (OCPL) concern and promoted their services.

WORK EXPERIENCE:

## The Mobile Store Ltd (Essar Group, Kolkata):

I have worked as a Marketing Executive, in this organization during 8 months by maintaining the rules and regulations of the company.

I was responsible for sales, administration, computer systems, price and cost calculations, and programs particulars of suppliers, customers, information pertaining to materials procurement, order position, stock position, and information elating to tenders or any other information or document relating to any area of operation.

Working Duration: September 2012 to April2013.

## Reliance Retail Ltd (Reliance Digital Express, Mumbai & Kolkata):

* Managing and motivating a team to increase sales and ensure efficiency.
* Managing stock levels and making key decisions about stock control.
* Using information technology to record sales figures, for data analysis and forward planning.
* Dealing with staffing issues such as interviewing potential staff, conducting appraisals and performance reviews, as well as providing or organizing training and development.
* Responding to customer complaints and comments.
* Organizing special promotions, displays and events, Attending and chairing meetings.
* Updating colleagues on business performance, new initiatives and other pertinent issues.
* Touring the sales floor regularly, talking to colleagues and customers, and identifying ­­or resolving urgent issues
* Initiating changes to improve the business, e.g. revising opening hours to ensure the store can compete effectively in the local market.

After working one and half year in Reliance Digital Xpress, Mumbai I took transfer in same organization in Kolkata.

Working Duration: May 2013 to March 2016.

**Reliance Jio Infocomm Pvt Ltd (Reliance Digital Xpress, Kolkata):**

* Reliance Jio Infocomm, the telecom of Reliance Industries Ltd, launched its 4G services for its employees, ahead of the full commercial roll-out in March 2016.
* Reliance Jio offers 4G LTE connectivity for data and voice, currently the fastest and latest generation of cellphone network coverage. Reliance Jio’s full-scale commercial launch will be a pan-India one, offering only 4G LTE connectivity. Jio will not revert to older technologies like 3G or 2G unlike other players in the market.
* Productive and good place to work. Got opportunities to learn & explorer many tools, literature on LTE, Optimization of LTE network, etc as the organization is developing and working on wast range of technology exploration.

Working Duration: March 2016 to till November 2017.

**OTHER EXPERIENCE:**

* Apple Product Professional.
* Reliance Digital certificate of merit in the year of Dec 2014 and April 2015.

**INTERESTS-**

 Listening to soft music, which helps me to relax and gear up for the next.

 Meet different people who in turn help me to adjust with different inter personal situations.

**LANGUAGES KNOWN-**

 Can read, write and speak English, Hindi and Bengali fluently.

**PERSONAL DETAILS-**

Father’s Name - Mr. Indrajit Roy

Mother’ Name - Mrs. Rakhi Nag Roy

Date of Birth - 8 January 1989

Sex – Female

**PERMENANT ADDRESS–**

B-4 ground floor, Tripura sundari Apartment.

Mahamayatala mandir Road,

Mahamayatala, Garia, Kolkata 700084.

**CUREENT ADDRESS**--

Agarwal Residency, Yashwant Viva Township, New Nallasopara Vasai Link Road, Opp. D-Mart, Vasai (E),

Pincode: 401 208.

Maharashtra, India.

Place: Mumbai. ------------------------

Date: (Pallabi Roy)