**CURRICULUM VITAE**

**PAMPA DAS**

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**CAREER OBJECTIVE**

To secure a rewarding assignment to lead an organization to its next level through innovation in the work place and to achieve higher standard of performance

**WORK EXPERIENCE**

**Name of Organization: Procure TechStaff Pvt. Ltd.**

* Designation : HR Admin
* Department : Human Resources
* Location : Kolkata
* Duration : Feb 2017- Till date

**Key Role**

* Enters data about new hires to GreyHR and prints all documentation for the employee and the personnel files
* Communicates with employees about their documentation and answers specific questions of employees
* Supports HR Projects and Initiatives
* Runs basic and standardized HR Reports – Recruitment Database, Recruitment status report
* To act as a first point of contact for all customers to the Human Resources team
* Prepare recruitment adverts, organize and sit for interview panels and administer test.
* Prepare job descriptions and source matching profiles from online portals.

**Name of Organization: Brand Makers**

* Designation : Client Servicing Manager
* Department : Business Development
* Location : Kolkata
* Duration : May 2015- May 2016

**Key Role:**

* Generating business for the company by meeting clients, managing events and ATL and BTL activities.

**Name of Organization: Jarden Consumer Solutions**

* Designation : Office Executive-Brand and Customer Support (North zone)
* Department : Marketing
* Location : Delhi
* Duration : June 2014- April 2015

**Key Role:** Coordinating all marketing activations in North which includes consumer promotions, trade promotions, branding, merchandising, pop distribution, marketing gifts handling, vendor management, Modern Trade promotions and branding.

**Name of Organization**: **AkzoNobel India Ltd (ICI Dulux Paints)**

* Designation : Marketing Coordinator- East
* Department : Marketing
* Location : Kolkata
* Duration : November 2013-May 2014

**Key Role:**

* Coordinating all marketing activations in East which includes consumer promotions, trade promotions, branding, merchandising, pop distribution, marketing gifts handling, vendor management.
* Customer Engagement Program: Complete responsibility of driving customer engagement program called Colour Guru which includes arranging meets, updating customers about their points & rewards. Daily reporting of achievements.
* Branding: Ensuring branding execution through vendors in installing GSBs, In shop branding, Gates, Hoardings
* Consumer & Trade Promotions: Coordinating consumer, trade and team promotions through coordination with team and vendors, market visits, delivery of POs and gift materials
* Data Analysis: Data analysis of schemes and contractor programs on daily basis and reporting it to sales team
* Gifts & POP management: Procurement of gifts and pop and finally dispatching them to market
* Vendor accounts management: Vendor POs, quotations and bill processing

**Name of Organization**: **INDIABULLS SECURITIES LIMITED**

* Designation : Management Trainee
* Department : Sales Online
* ocation : Kolkata
* Duration : Jun2012- Jan 2013
* **Product Handling: REAL ESTATE AND EQUITY**
* **Key Role:**
  + Assessing both Real Estate and equity market opportunities
  + Screening potential Real Estate properties and project concepts pan India basis
  + Identifying target customer for both Real Estate and Equity
  + Making customers understand the investment opportunities in Real Estate properties, Equity and its benefits.

**ACHIEVEMENTS**

* During SIP **[SUMMER INTERNSHIP PROJECT]**in VCK Share $ stock broking, **generated business** for the Company and achieved the target given by the Co.
* Appointed once as **Team Leader** by the Company during SIP

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| **DEGREE** | **INSTITUTE/UNIVERSITY** | **DISCIPLINE** | **YEAR** | **%** |
| MBA | EASTERN INSTITUTE FOR INTEGRATED LEARNING IN MANAGEMENT [E.I.I.L.M] | MARKETING/  FINANCE | 2012 | 66.0% |
| B.COM [Hons] | DINABANDHU ANDREWS COLLEGE [CALCUTTA UNIVERSITY] | ACCOUNTANCY | 2009 | 47.25% |
| CBSE (class 12) | VIVEKANANDA KENDRA VIDYALAYA | COMMERCE | 2006 | 65.6% |
| CBSE (class 10) | VIVEKANANDA KENDRA VIDYALAYA | GENERAL | 2004 | 75.6% |

**SUMMER INTERNSHIP**

* **Company - VCK SHARE $ STOCK BROKING HOUSE**
* **Designation - Management Trainee**
* **Duration - 2nd May 2011 – 2nd July 2011 (2months)**
* **Project Topic - “Exploring & Analyzing the Response of Investors for Financial Products in Kolkata”**
* **Project Details - To find out and understand the consumer behavior for Financial Products in Kolkata as well as selling the financial products (De-mat and Mutual Fund) of VCK SHARE $ STOCK BROKING Ltd, client advisory and creating brand awareness, gathering feedback from Customers, tracking competitor’s activities.**

**INDUSTRIAL VISIT**

* Industrial visit to **EXIDE INDUSTRIES LTD**, **Haldia**

**INTERESTS**

* Painting, music

**IT SKILLS**

* Microsoft Office

**PERSONAL DETAILS**

DATE- OF- BIRTH : 10-04-1988 (DD-MM-YYYY)

FATHER’S NAME : MR. PRADIP DAS

MARTIAL STATUS : Married

LANGUAGES KNOWN : ENGLISH, HINDI, ASSAMESE, BENGALI

PERMANENT ADDRESS : 12 Shaktigarh, 9/W Raipur Road East, Jadavpur, Kol - 32

**REFERENCE**

**Mukta Ghosh Angshuman Ghosh**

**(Manager – Human Resource) (Regional Marketing Manager-East)**

**Procure Techstaff Pvt. Ltd. ICI Dulux Paints**

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