**CURRICULAM VITAE**

PANKHURI PRAKASH NARAYAN .

### Career Objective

* To work in the interest of the organization and be ready to rise, to the occasion whenever required.
* To work in an open and competitive Organization

## To work and grow in your firm

**Core Competence** :

* Efficient in communicating Skills
* Competent in Management & Marketing
* Keen Observer & Learner
* Good at communication, coordination and team work.
* Punctuality, Politeness & Disciplined in approach
* Flexible and adaptable

### Education :

|  |  |  |  |
| --- | --- | --- | --- |
| **Qualification** | **Year of Passing** | **University/**  **Board** | **Marks obtained** |
| **M.B.A**.  Major: **Marketing**  Minor: **Human Resource** | 2015 | W.B.U.T | CGPA- 7.22/10 |
| **B .A (Communicative English )** | 2013 | University of Calcutta | 55% |
| 12th | 2010 | C.B.S.E | 67% |
| 10th | 2008 | C.B.S.E | 57% |

### Work Experience

* **Just Dial Limited -** Relationship Executive

Tenure-March 29th 2016- Present.

Responsibilities

* Lead Generation
* Cold Calling.
* Sales.
* Sending Mailers.

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* **Evergreen Expo Clg Fdg Pvt Ltd-** Business Development Executive

Tenure- July 1st 2015- Feb 1st  2016 (7 months )

Responsibilities

* Documentations
* Client Correspondence
* Business Generation
* Sending Mailers.

### Summer Trainee

#### Evergreen Expo Clg Fdg Pvt Ltd - Summer Trainee

#### 2014 (June-Aug) (2 months)

**International Marketing Involving Generation Of Necessary Documents & Winning Back The Old Clients For Movement Of Goods**

* The project encompassed carrying out the following:
* Extensive Research of the generation of documents for international clients
* Winning back the old clients.
* In Depth Analysis of the scope for the company.

### Internship Details

* **Yatra Online Pvt. Ltd. Kolkata -** Business Development Executive

Tenure- Feb 16th 2015 June 11th 2015 (4 months)

Responsibilities

* Lead Generation
* Cold Calling.
* Recruitment YHA’s.
* Sending Mailers.

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* **CNN IBN , Network 18 Kolkata - Junior Reporter**

Oct 10th 2012-Dec 10th 2012(2 Months)

Responsibilities

* Attending Conferences.
* Interviewing Celebrities
* Covering News

### Computer Skills

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* MS Office
* Internet Browser

### Awards, Achievements and Accomplishments

* Worked in CNN IBN
* Had the opportunity to interview hon. Chief Minister Mamata Bandhopadya
* Worked in the Leading Clearing House Agency of Kolkata
* Certificate of excellence – in field of re-generating old clients

### Hobbies and Interests

* Music -Listening
* Traveling
* Social work - Volunteer Work
* Reading, Writing
* Animal Care

### Languages

Proficient in English, Hindi & Bengali

## Personal Details

Father’s Name : Prem Prakash Narayan

Date of Birth : 11/04/1992

Gender : Female

Marital status : Single

Permanent Address : A-12/1 Purbasha Housing Estate,160 Manicktalla Main Road Kolkata-54

Contact Number : 8420345697/8334055581

Email : pankhuriprakashnarayan@gmail.com

**Declaration**- I hereby declare that the afore stated information are true to the best of my knowledge