Shruti Ganguly

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# Objectives

* To make a sound position in corporate world and work enthusiastically in team to achieve goal of the organization/MNC with devotion and hard work.
* I am seeking a position in industry focusing on operational management.
* To obtain a position that will enable me to use my strong organizational skills,  
  educational background, and ability to work well with people
* To have a challenging career in corporate world and to be a successful professional

# Profile Synopsis

* Result Oriented Professional Possessing Nearly **2** Years of Experience In Career.
* Offer Opportunity to make best use of knowledge, analytical and technical skills, to further enhance knowledge in profession and a job profile that offers high growth prospect.
* Hardworking, Competent & Efficient.
* Smart, Dynamic & Talented to Play a Positive Role in a Challenging Environment.
* Good Communicator with Excellent Presentation, Team management / Building & Motivation Skills*.*

# Skills

* Good Communication Skill/Well Communicative.
* Proper team player
* Client Servicing/Customer handling services
* Client calls handling
* Flexibility/Adaptability/Managing Multiple Priorities
* Cooperative and Adaptative
* Proper Listener (required while handling clients’ issues)
* Strong Work Ethic

# Computer-Skills

* WINDOWS 7, XP, VISTA e.
* Microsoft Word, Excel & PowerPoint.

# Academic Qualification

| **Qualification** | **Board/University** | **Year** | **Percentage** |
| --- | --- | --- | --- |
| Post-Graduation in Integrated Marketing Communication Management | IISWBM & CMI | 2014 | 60 |
| Bachelor of Arts in English Literature | State University | 2013 | 50 |
| H.S. (XIIth) | C B S E | 2010 | 82.5 |
| Madhyamik (Xth) | C B S E | 2008 | 75 |

# Organizational Experience

|  |  |  |
| --- | --- | --- |
| **Company Name** | **Designation** | **Duration** |
| Just Dial Limited | Database Executive | June 2015 to September 2016 |
| Peerless Securities | Branch Coordinator |  |

# Roles & Responsibilities

|  |  |
| --- | --- |
| **Company** | Just Dial Limited |
| **Designation** | Database Executive |
| **Duration** | June 2015 to September 2016 |
| **Roles & Responsibilities** | * Communicate with the customer to ensure satisfaction of the business and its growth and prospective. * A clear auditing and verification of all the data by telemarketing and marketing executives via proper calls and e-mails. * Proper screening and rectification of the business to business contracts made by the marketing executives. * Update a compact database of all the business and professional contracts by a proper telephonic verification with the clients. * Updating a compact database of all the business and professional contracts |

|  |  |
| --- | --- |
| **Company** | Peerless Securities |
| **Designation** | Branch Coordinator |
| **Duration** |  |
| **Roles & Responsibilities** | * Looking after backend operations. * Coordinating among the branches regarding different SIPs plans, preparing reports on their feedbacks on the same. * Maintaining a database/file of the monthly trading. |

# Language Proficiency

|  |  |  |  |
| --- | --- | --- | --- |
| **Proficiency** | **English** | **Hindi** | **Bengali** |
| **Speak** | Excellent | Excellent | Excellent |
| **Read** | Excellent | Excellent | Excellent |
| **Write** | Excellent | Fair | Fair |

# Extracurricular Activities

* Singing
* Participating in various cultural programmes.

# Personal Details

|  |  |
| --- | --- |
| **Date of Birth** | 1st Jan,1992 |
| **Marital Status** | Unmarried |
| **Address** | Sital Sarojini Bhavan,  Amarabati Nabapally,  Barasat, North 24 Parganas  Pin Code - 700126,  West Bengal |

***Declaration*** - I hereby declare that all the information mentioned above are true to the best of my knowledge.

DATE :\_\_/\_\_/\_\_\_\_

PLACE :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(***Shruti Ganguly)***