**INDIRA BHOWMICK**

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# OBJECTIVE

To be part of an organization that is progressive, professional and enables me to realize my aspiration of being a successful professional in Legal & International Business.

# summary

* Excellent communication & interpersonal skills.
* Target-oriented individual with proven managerial acumen backed by focused energies towards designing.
* Proven ability to work in a team environment whilst being resourceful, self-directed and self-motivated.
* Ability to analyze and research information.
* Ability to explain complex information clearly and simply.
* Supervising legal assistants.
* Good computer skill.
* Good sales and negotiable skill.

# Education

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| **Jain University**  **Master In Management Studies(MMS)**  **Specialization :- International Business(IB) &**  **Marketing.**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Jain College, Bangalore | Jain University | MBA-IB | 2014-2016 | 65% | | Burdwan University | University of Burdwan | LLB | 2011-2013 | 54% | | KrishnagarGovt college | University of Kalyani | B.A | 2007-2010 | 50% | | Holy Family girls H.S. School | W.B.C.H.S.E | 12th | 2005-2007 | 58% | | Kalinagar Girls H.S School | W.B.B.S.E | 10th | 2005 | 54% |  ADDITIONAL SKILLS  * Microsoft Office – Word, Excel, * PowerPoint, * Visual Basic, * Overview of VB.Net, * Algorithm & flow chart.  Management Internship (6 months)  |  |  | | --- | --- | | **Company** | Thomson Reuters | | **Project Title** | “Sourcing of financial, non-financial document and data related to corporate events” | | **Responsibilities** | * Make report of the upcoming projects of given companies. * Providing website links on ESG related documents. This has helped team to capture all ESG data points filed by the companies that are currently missing in the Database. * In private company project which involved updating current year annual & interim reports in the Thomson Reuters product. * Operating Metrics project I updated latest reports into the Thomson project the difference in this project is we need update non-financial statement Document. | | **Learning** | * Database Management came to know, * How to work under target oriented job. * How to work under pressure. * How to work as a team. * Worked into various markets such as UK, US, Australia, Singapore, Bangladesh and others. * A training session on MS-Excel had been organized by our senior team mates. * Abide by the rules and regulations of the host agency. |  PROFESSIONAL EXPERIENCE (1 Year)  |  |  | | --- | --- | | **Company** | **SOBHA LTD** | | **Designation** | Sales Executive | | **Job Description** | * Cold calling through phone as well as personally. * Sales calling to corporate. * Doing Site Visit for the clients * Analyzing legal documents. | | **Responsibilities** | * Make report of daily sales activities, * Need to meet the given target. * Maintain Excel data sheet for given works. * Visit the clients at their offices. * Need to convert prospect client to buyer. * Explaining the law and giving general legal advice. * Familiarity with legal documents and terminology. * Meet the given target. * Work on legal agreement. | | **Learning** | * Ability to offer sound legal advice * Direct sales * How to work under target oriented job. * Goal and solution oriented, * Multi-tasking and research skills, * Database Management, |  Projects & Live Assignments  * Live project on customer perception of Yamaha. * SWOT analysis of Mc. Donald * Presentation on Competency Based Topic.  Extra Curricular Activities  * **Coordinator Elina Events, Jain College, Bangalore**: Responsible for organizing different events in Jain College, Bangalore. * **Responsibility**: * Planning of events * Budgeting * Raising funds * Allocating funds * Assigning responsibilities to team members * Assuring effective coordination among the team * **Learning’s**:   1. Strategy Planning   2. Budgeting & managing funds * Participated in cultural program organized by Thomson Reuters. * Social work: worked as a team member with **Bharat SevaSangha.** * **Coordinator Rulaw Events, Burdwn University, West Bengal.** * **Coordinator International kids fashion show, Divas &Dudes, Bangalore.**  MOTTO IN LIFE ***“Always think positive and turns out difficulties in life to the opportunities of life”*** |  |
| **INDIRA BHOWMICK** |  |
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