**AMRITA NANDY**

7059791705/8981035562

nandy.amrita49@gmail.com

CORE AREA: Customer Relationship Officer(Back Office)

EXPERIENCE:Two Years nine months

PRESENTCTC: 1.80 lakh (Approx)

**OBJECTIVES:**

To obtain a suitable position that utilizes my expertise in various areas like marketing and business development.

**EDUCATION:**

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| --- | --- | --- | --- |
| **COARSE** | **BOARD** | **SPECIALIZATION** | **PERCENTAGE** |
| Secondary | W.B.B.S.E | General | 63% |
| High secondary | W.B.C.H.S.E | Arts | 71% |
| Bachelors of Arts (B.A) | CALCUTTA UNIVERSITY | Philosophy | 42% |

**N.B.: Pursuing M.A. in Bengali(Part - Two) from RabindraBharati University.**

**SKILLS:**

SOFT WARE: MS (word, excel, power point), Internet explorer

LANGUAGE:Fluent in English, Hindi, Bengali – Verbal & written

**OTHERS:**

Presentation, Teamwork, Problem solving, Leadership, Communication, Photography.

**WORK EXPERIENCE:**

PRESENT COMPANY: Srijee Electromech Pvt Ltd

YEAR OF EXPERIENCE: Six months

JOB TITLE: Senior Manager

CATEGORY: Back Office

**JOB DESCRIPRTION:**

**WORK EXPERIENCE:**

PREVIOUS COMPANY: Amit International – A Realty Group

YEAR OF EXPERIENCE: One Year Two months (Approx)

JOB TITLE: Customer Relationship Officer (Back Office)

INDUSTRY: Real Estate

CATEGORY: Back Office

**JOB DESCRIPTION:**

* Doing Pre- Sales Part As well as Coordinating with the total sales team.
* Give the total information to all Visiting customer of the site.
* Make them understand about the new project.
* Overseeing direct Activities with customers through the CRM.
* Looking after the Portal Posting and Also Keep the track for further follow up.
* Build up a good relation with customer.
* Made some calls and convert them to sales.
* Giving the presentation regarding project.
* Initiate new client & doing sale.

**WORK EXPERIENCE:**

PREVIOUS COMPANY: Transventor Management Services Pvt Ltd

YEAR OF EXPERIENCE: One year

JOB TITLE: Back Office Executive

INDUSTRY: Real Estate

CATEGORY: Back Office

**JOB DESCRIPTION:**

* Doing Pre- Sales Part As well as Coordinating with the total sales team.
* Ensuring the database is segmented effectively for marketing activities
* Overseeing direct Activities with customers through the CRM.
* Looking after day to day activities for the sale of the projects & Properties.
* Working with Sales Team, Marketing Services to develop and maintain a customer.
* Looking after the Portal Posting and Also Keep the track for further follow up.
* Attend customer through mail or phone.
* Co ordinate with sales person and keeping track.
* Keeping track with the seller for their resale properties.
* Keep rapport with the investors and make portfolio of them.
* Maintain Portal Properties.

**PERSONAL DETAILS:**

FATHERS NAME: Mr. Ashok Nandy.

OCCUPATION: Businessman.

MOTHERS NAME: Mrs. ManusreeNandy.

OCCUPATION: Housewife.

CORROSPONDENCE ADDRESS: PallabPukur(Near – Bharat Mata Club)Santragachi Howrah - 711104.

DATE OF BIRTH: 23RD September 1990.

NATIONALITY: Indian.

GENDER: Female.

DATE: SIGN: