**CURRICULUM VITAE**

**Debopam Chatterjee**



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## Add. – CL block, CL 130, Salt lake sector II

## Kolkata- 700091

## State – West Bengal

# MARKETING & HUMAN RESOURCE MANAGEMENT

* Energetic, reliable, adaptable, professional with good understanding of human resources and business operations.
* Result oriented professional with excellent communication and interpersonal skills.
* Accurately perform challenging tasks with precision and attention to detail.

## **EDUCATION**

* **PGDM (Marks Obtained: 65%)**: In 2015 completed Post Graduate Diploma In Management from G.L. Bajaj Institute of Management & Research in Greater Noida, UP.
* **Graduation (Marks Obtained: 43%)**: In 2012 graduated In B.A (General) from Vivekananda Mahavidyalaya, Burdwan University in Burdwan, West Bengal.
* **Higher Secondary/ 12th (Marks Obtained: 56%):** Completed in 2009 from Burdwan municipal High School, W.B.C.H.S.E in Burdwan, West Bengal.
* **Secondary/ 10th (Marks Obtained: 63%):** Completed in 2007 from Burdwan Municipal High School, W.B.B.S.E in Burdwan, West Bengal.

## **ACADEMIC PROJECTS**

## **Did Summer Internship Project Based on online marketing & sales with Outlook Group of Magazines at Safdarjang Enclave in New Delhi.**

## **(Duration: 1stMay 2014 – 30thJune 2014)**

## During this project I had to attempt Customers over phone calls or face to face, mainly over phone calls.

## Generally I had to sell the magazines to those customers whose subscription was expired. So my calling purpose was to renew the subscription.

## I had to compile the reports of our whole team and send it to our team leader.

## **INDUSTRY EXPERIENCE**

## **Have 2 years experience as a relationship executive in logistics & supply chain industry with FedEx Express at Mohan Estate, New Delhi. (Duration: Dec 2014 – Dec 2016)**

## Convincing new customers to be a business partner. Generating & submitting leads to sales team for business revenue.

## Working on customer’s feedback & forwarding it to the concern department.

## Providing satisfactory solutions to the customers with best possible alternatives.

## Handling some operational parts also such as dispatching.

## **Have 5 months experience as a marketing executive in logistics & transportation industry with A.T.O India Ltd. at Salt lake sector V, Kolkata**

## **(Duration: March 2017- still working)**

## Making customers aware about the products & services over phone or in person visit, mainly over phone calls & mails.

## Generating leads & submiting it to concern sales team.

## Following up with the clients through mail & phone call for the collection of due payments.

## Coordinating with internal team for better customer grivience handelling.

## **Key Skills:** Lead generation, Sales Support, MS Office, Coordinator, Backend operations

## **PERSONAL DETAILS**

## **Date of Birth:** 15.10.1990

## **Language Known:** English, Hindi, Bengali

## **Permanent Address:** 2 no IchlabadDurgaMandir

## Dist.- Burdwan - 713103

## State – West Bengal

## I hereby declare that all the above stated statements are true to the best of my knowledge and belief

## **Date:**

## **Place:** ----------------------------------------------

## **Signature of the candidate**