**RESUME**

**SABARNA DUTTA**

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**Contact-no: +919830962903, +919933069977**

**e-mail ids:**[**sabarnadutta84@gmail.com**](mailto:sabarnadutta84@gmail.com)

**OBJECTIVEPROFILE:**

Experienced an Assignment in Management in an Organization of Repute which provides me Avenues for Learning and Encourages individual growth and Contribute Repute both for professional as well as organizational goal.

**EDUCATIONAL& PROFESSIONALQUALIFICATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **UNIVERSITY/ BOARD** | **YEAR OF PASSING** | **SESSION** | **SCHOOL/ COLLEGE** |
| MBA | BHARATHIAR UNIVERSITY, COIMBATORE | 2010 | 2008 -10  (Full Time) | I.C.E MANAGEMENT INSTITUTE. |
| Graduate | UNIVERSITY  OF  KALYANI | 2005 | 2002 -05  (Full Time) | KANDI RAJ COLLEGE. |
| H.S | W.B.C.H.S.E | 2002 | 2000 -02 | BAHARA ADARSHA VIDYAPITH. |
| SECONDARY | W.B.B.S.E | 2000 | 1999 -2000 | KANDI RAJ HIGH SCHOOL. |

**PERSONAL STRENGTH TRAITS & ATTITUDE:**

* Relocation Living Experience and Regional Exposure
* Self Motivated, Hard Working and Goal oriented currently
* Resourcefulness and commitment. Responsibility to fulfill the target for the company**.**
* Extensive training in seminars for working professionals.
* Proven ability to work with staff at all levels.
* Goal-oriented individual with leadership abilities.
* Creative and always believe in something new.
* Positive thinking, Hard working to get desired goal, Honesty.
* Having Passport to relocating of other country.
* Having Indian License (two wheeler)

**ADDITIONAL COMPUTER QUALIFICATIONS /TECHNICAL SKILLS:**

Operating Systems : Advance Diploma in Information Technology Application (18th Month)

Office Automation Tools : Office Automation Software& Internet.

**TALLY 9.0 (6th Month.)**

**PERSONAL PROFILE:**

**Date of Birth** : 9th August 1984

**Nationality** : Indian

**Gender** : Male

**Blood Group** : B+

**Marital Status** : Married

**Language Known**

**Language Read Write Speak**

|  |  |  |  |
| --- | --- | --- | --- |
| ENGLISH | Yes | Yes | Yes |
| HINDI | Yes | No | Yes |
| BENGALI | Yes | Yes | Yes |

**WORKING EXPERIENCE: Total 6 Years Above Experience**

**MBA-SUMMER INTERNSHIP PROGRAMME:**

**Organization :** Birla Sun Life Insurance Company Ltd.

**Duration :** From 9th June 2009 to 12thDecember 2009 (6th months).

**Location :** Serampore BSLI office.

**Training:** IRDA (Insurance Regulatory Development Authority) & CMI (Centre for Risk Management)-Approve by Division of Consulting Management Incorporate Pvt. Ltd.

**Project Title:** MARKERT RESEARCH ON BIRLA SUN LIFE INSURANCE COMPANY LIMITED.

**Sunshine Global Agro Ltd.**

Role : Admin cum Data entry Operator

Area : Urban

**Industry Type :** FMCG, FMCD

Functional key : Personal & Home Care.

Period : From 1stAug 2005 to 8 Jun2008

Job Description : Area wise branch management, cooperation, direction, marketing, staffing controlling and data entry operations.

**Website :** [**www.sunshineagroworld.com**](http://www.sunshineagroworld.com)

Responsibility : Reporting to Immediate Senior & Top Management. Fulfill Target for the Company. Work in a Team or Individually as Per Requirement.

**Vibgyor Allied Infrastructure Ltd**

Role : Branch Manager

Area : Berhampore Branch

Period : **From 3rd Aug 2010 to 10th October 2014**

**Website :** [**www.vibgyorgroup.co.in**](http://www.vibgyorgroup.co.in)

**Job Description:** Always Responsible for Taking Care of Distributor level Sales.

Dealing with Retailer and Dealers. Direct Sailing & Marketing on Other Shops. Keep Business

With Existing Client. Achieving Sales Target.

**Job Responsibility :** Stuffing, Directing, Controlling, Marketing, Managing, Motivating, Planning, Organizing, Operating, Coordinating, Reporting With\_\_\_\_

* To the Punctuality and Regular attendance of the Employee.
* Timely submission of various periodical reports highlights of the previous months reports.
* To ensure that the Branch programmers are planned as per the Strategic Plan.
* To help the staff to plan and implement innovative programmers.
* Creates a program that could help Field Associates in doing a better job and actively participates.
* Set some standards when it comes to giving satisfaction to Customers or Associate.
* Every day cash sheet update and submit the head office.
* Handles the cases of some customer complaints which have been escalated from the Employee.
* Conducts daily sales and operation assessments and monitors every transaction made in business.
* Ensures the growth of the business branch and is committed to its success.
* Represents the company in case of any meetings held in the Branch.
* Send some reports to the main branch and gives them updates of the business status.
* Determines and develops the annual budget for the daily expenses of the business branch.
* Efficient Cost control system is operating within the branch.
* Loans, Business Authentication, Market Surveys of company business status activities within the area,
* Report to the RM & H.O.

**Hindustan Unilever Ltd**

**Role** **:** RSP & Ops.Manager

**Area** **:** Rural

**Industry Type :** FMCG

**Functional key :** Personal & Home Care.

**Period** **:** 1st Nov 2014 to 1st Dec 2016

**Job Description :** Achieving Target Orientation & Responsible for Take Care for Sales, Dealing Business 2 Business, Direct Sailing & Marketing on Corporate .Achieving Sales Target, Keep Business with Existing Client.

**Website :** [**www.hul.co.in**](http://www.hul.co.in)

**Responsibility :** Reporting to Regional Sales Manager Every day. Give Daily Call Report to RSM & CSM. Daily Sales Report to RSM. Fulfill The Target for Every Month. Everyday Working Time 8am to 8pm. Work in a Team Individually as per Requirement. Meet Acquisition Targets & Revenue and Marketing Deadlines, Flexible with Work Timings, Have to be Report to Marketing Leads.

**OTHER DETALS:**

**Hobbies:** Listening to music, Bike riding, Traveling, & Communication with people.

**DECLARATION**

**I hereby declare that all the information furnished in this resume is completely true to the best of my knowledge and belief.**

**Date :**

**Place : Kolkata (Signature)**