



# **PRITAM DUTTA**

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## **CAREER OBJECTIVE:**

A position to constantly learn, contribute and grow along with the organization. Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging & creative environment.

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## **PROFESSIONAL PRÉCIS**

- ✓ A competent professional with of experience in the areas of Business Development, Sales & Marketing, Client Relationship Management and Team Management.
- ✓ Proficient at providing value added customer service by resolving customer issues & ensuring their satisfaction with service norms.
- ✓ Strong organizer, motivator, team player and a decisive leader with successful track record in directing from original concept through implementation to handle diverse market dynamics.
- ✓ An effective communicator with excellent relationship building & interpersonal skills.

## **INDUSTRY EXPERIENCE:**

### **1. ORGANIZATION- ICICI BANK**

❖ **Job Role** – Senior Officer (Branch Banking) (24<sup>th</sup> Aug 2016 to Present).

❖ **Job Role** – Senior Officer Trainee (Branch Banking) IFBIT (23<sup>rd</sup> May 2016 to 23<sup>rd</sup> Aug 2016).

❖ **Job Responsibility-**

- A) Lead generation for Savings Accounts and Current Accounts to new customers & Deepening of accounts balance for existing customer.
- B) Timely processing of bank transaction like funds transfer, Cheques Opening of Accounts reconciliation of office accounts ensuring timely resolution of customer queries and improving customer service levels.
- C) Outbound marketing calls and scouts for new leads and referrals to generate business.
- D) Ensure compliance to the banks rules internal guidelines processes & procedures.
- E) Cross Selling of third party products.

❖ **Duration of the job-** 23<sup>rd</sup> May to Present.

### **2. ORGANIZATION- Nestle India.**

❖ **Job Role** – Sales Officer

❖ **Job Responsibility-**

- A) Distributor management, assigning weekly and monthly targets and discussing strategies to achieve them.
- B) Branding of the product by using different tool of marketing.
- C) Generate leads to the business.
- D) Market survey and building relationship with key clients
- E) Make efficient follow-up strategy & to make sure the given territory is properly scanned.
- F) Achievement of monthly revenue / sales targets assigned.
  - ❖ **Duration of the job-** 01<sup>th</sup> Sep, 2014 to 31<sup>st</sup> March, 2015.

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### **PROFESSIONAL QUALIFICATION:**

- ❖ Pursuing MBA from SIKKIM MANIPAL UNIVERSITY (SMU-DE). Passing Year 2018.
- ❖ Pursued Post Graduation Diploma in Banking Operation From (IFBI) NIIT in 2016
- ❖ Pursued B.S.C in Hospitality & Hotel Administration From I.H.M Bhubaneswar in 2014.
- ❖ Diploma in finance planning and wealth management From (KARNATAKA STATE OPEN UNIVERSITY).
- ❖ Diploma in Information technology operator course.

### **EDUCATIONAL QUALIFICATION:**

- ❖ Pursued 10+2 from Caesar School in the year of 2011 (C.B.S.E) Board.
- ❖ Pursued 10<sup>th</sup> from Caesar School in the year of 2009 (C.B.S.E) Board.

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### **INDUSTRIAL TRAINING:**

**Company's Name:** MAYFAIR LAGOON (BHUBANESWAR)

**Departments:** Four months training in

- ✓ F&B Service
- ✓ House Keeping Department
- ✓ Front office operations
- ✓ Production kitchen
- ✓ Human Resource department

Duration: 4 Months.

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### **SKILLS:**

- ❖ Good Communication skills
- ❖ Team player
- ❖ Keen Learner
- ❖ Soft skills knowledge
- ❖ Business communication knowledge
- ❖ Helping others with the solution of different problem

### **HOBBIES & INTEREST:**

- ❖ Riding Bikes.
- ❖ Playing Cricket.
- ❖ Playing Tablas.

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### **PERSONAL DETAILS:**

DOB- 08<sup>th</sup> Oct, 1991.

Father's Name: Mr. Paresh Ch Dutta.

Address: Post- Matelli, Teachers Colony, Dist- Jalpaiguri , Pin- 735223,W.B.

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Marital Status- Single

Nationality: Indian

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**DECLARATION:**

I hereby declare that, the details given above are all precise and appropriate. I have provided the above details in my full consciousness.

DATE:

PRITAM DUTTA