

MOUMITA DAS GUPTA

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Objective:

To work in a challenging and creative environment and to be an achiever through smart work determination and dedication.

Total Work Experience: - 4.5 years

Current Company Details-

Company Name	I Nurture Education Solution Pvt. Ltd
Designation	Academic counselor
Job Responsibilities	• Handling daily walk-ins and council for admission. • Solving the queries of student regarding admission and product. • Deals with CRM leads. • Achieve monthly goals. • Research and analyze the student's requirement and give best solution.
Division	Marketing
Location	Raipur
Duration	10th February 2020 to till date

Company Name	Kalinga University
Designation	International student Advisor/Admission Counselor
Job Responsibilities	● Calling to International student (Bangladesh). ● Calling to National Student. ● Handling daily walk-ins and council for admission ● Achieve Monthly goals ● Research and analyze the student's requirement and give best solution. ● Receive Best Performer Award in JUNE 2019 ● Received Team Award for consistent performance in year 2018
Division	Marketing
Location	Raipur (C.G.)
Duration	3-feb- 2017 to 11 Jan 2020

Previous Company Details-

Company Name	Idea cellular(DSA)
Designation	Sales Executive
Job Responsibilities	Calling customer for Postpaid connection Visiting them for explaining plan Handling CUG customer and key accounts Achieved 130% target in June 2016.
Division	Marketing
Location	Raipur
Duration	15 th feb.2016 to 1 st Nov.2016

Qualifications:

Degree	Institute	Board/University	Major Specialization	Percentage/CGPA
MBA	Shri Shankaracharya Institute of Professional and Management Technology RAIPUR	CSVТУ	Marketing and Finance	73%
BCA	SSIE	PTRSU	Computer	67%
Higher Secondary	Central Academy	CBSE	All subjects	63%
Senior Secondary	Central Academy	CBSE	All subjects	64%

Achievements:

1. 1st position in English Handwriting
2. 1st position in group singing.
3. Going to Bangladesh for admission purpose.
4. Achieve Best Performer Award in Kalinga University.

Computer Skills:

Proficient with Microsoft Word, Excel, Power Point and Internet.

Summer Internship:

Company Name	Pantaloons Retail Ltd.
Project Title	Customer satisfaction
Company Name	IBC24 News Channel
Project Title	Customer Satisfaction

Certifications:

- Certificate in GK competition in Rungta college
- Certificate of workshop in Ms office 10.
- Award in Kalinga University for best performance

Languages Known:

Language	Read	Write	Speak
ENGLISH	Yes	Yes	Yes
HINDI	Yes	Yes	Yes
BENGALI	Yes	No	Yes

Personal Details:

Date of Birth	30-Jan-1993
Gender	Female
Nationality	Indian
Marital Status	Single
Hobby	Reading books, novels ,listening music ,keyring collections

Family Background:

Father	Shri R.N.Atrap	Retired from HCL(Govt.Employee)
Mother	Smt. Shrabani Atrap	Home Maker
Sister	Sumita Dasgupta Banerjee	Works in Standard Chartered Bank in PUNE

Declaration:

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the corrections of the above mentioned particulars

Place:

Date:

MOUMITA DASGUPTA