

# ANINDA DAS

## CAREER OBJECTIVE

It will always try to contribute my skills for the development of the company . For that I will use my skills. Qualities and make the path of success .I would converse my ideas and plans with my seniors. I will follow their suggestions and instructions. I will try to implement the feedback given by the superiors in my company.

## EXPERIENCE

### ASST.MANAGER (SALES & MARKETING)

*NRC INDUSTRIES LTD , AMRITSAR,PUNJAB/ Jan 2020 – PRESENT*

Manage daily operations of branch office to meet business goals.  
Supervise and guide a team of professionals to maximize revenue.  
Develop safe and positive work environment for staffs.  
Ensure customer satisfaction by delivering timely and quality services.

### SALES OFFICER

*ICICI BANK , KOLKATA, WEST BENGAL / Jun 2018– Dec-2018*

- Generate new customer leads through various channels.  
• Proactively identify sales prospects and conduct business development activities in the geography assigned Follow up on new leads and referrals to generate business, Achieving the monthly sales targets, assigned to him/her, for various products and services , Cross sell assets and fee products ,Follow the various internal guidelines and procedures of the bank ,Ensure customer satisfaction through regular engagement.

### PROJECT CONSULTANT MANAGER

*CHANDNICHAKHAT ASSOCIATION FOR RURAL SOCIAL & HEALTH*

*ADVANCEMENT , MURSHIDABAD, WEST BEANGAL / Nov 2015 – May 2018*

- Hiring staff .Evaluate the work of staff and volunteers to ensure that programs are of appropriate quality and that resources are used effectively
- Provide direct service and support to individuals or clients, such as handling a referral for child advocacy issues, conducting a needs evaluation, or resolving complaints.
- Establish and maintain relationships with other agencies and organizations in community to meet community needs and to ensure that services are not duplicated.



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VILL+PO-MIYAPUR,PS-  
RAGHUNATHGANJ,DIST-  
MURSHIDABAD, WEST  
BENGAL, 742235.

## EDUCATION

### LAW COLLEGE DURGAPUR (BURDWAN UNIVERSITY)

**PERCENTAGE: 61.61**

**DURGAPUR, WEST BEANGAL**

*Masters of Social Work Human  
Resources Management (Jun 2012)*

### JANGIPUR COLLEGE(KALYANI UNIVERSITY)

**PERCENTAGE: 55.12**

**MURSHIDABAD, WEST  
BEANGAL**

*Bachelor of Arts (B.A.) Political  
Science (Jun 2012)*

### SRIKANTABATI P.S.S SHIKSHANIKATAN(WBCHS)

**PERCENTAGE: 57.60**

**MURSHIDABAD, WEST BEANGAL**

*Completed CLASS12 (Jun 2009)*

### CHABGHATI K.D VIDALAYA(WBBSE)

**PERCENTAGE: 57.75**

**MURSHIDABAD, WEST BEANGAL**

*Completed CLASS 10 (Jun 2007)*

## REFERENCES

**MR .RANJAN KUMAR ,GENERAL MANAGER  
OF NRC INDUSTRIESLTD.**

97094-06575

**Mr. ASRAFUL HUQE, SR. MANAGER(C&M-Stores)**

**NTPC-SIMHADRI**

94913-96765 - [asrafulhaque@ntpc.co.in](mailto:asrafulhaque@ntpc.co.in)

**Mr.GNP RAO, SR. MANAGER(C&M-Stores),**

**NTPC-SIMHADRI**

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**MR.ROBIUL HUQE, VICE PRESIDENT OF CHARSHA**

973514-3851 - [charsha03@yahoo.co.in](mailto:charsha03@yahoo.co.in)

### **Declaration:**

I consider myself familiar with Technical Aspects. I am also confident of my ability to work in a team.

I hereby declare that the information furnished above is true to the best of my knowledge.

## ADDITIONAL SKILLS

Active listening

Customer service

Sales and marketing

Problem solving.

Decision making

Organizational skills

Time management

## CERTIFICATIONS

12 MONTHS DIPLOMA IN  
INFORMATION TECHNOLOGY  
APPLICATION

ATTAINED TWO MONTHS  
OPEN FIELD WORK  
PLACEMENT

ONE MONTH EXPOSURE OF  
INDUSTRIAL TRAINING

TAKE PART IN TWO MONTHS  
NGO BLOCK PLACEMENT AT  
PRATHAM

ATTAINED FIVE DAYS RURAL  
CAMP

### **EXTRA CURRICULAM**

#### **ACTIVITIES:**

*Taekwondo.*