

# **RESUME**



**Contact No:** - 8100010953 / 7908734283.

**Email Id:** - gtdhara@gmail.com.

**Present & Permanent Address:** -

Vill. - Norsona Danga, P.O. - Chandrapur,

P.S. - Katwa, Dist. - Purba Bardhaman,

West Bengal - 713143.

## **GOUTAM DHARA**

### **Career Objective:** -

To have a career that will give me an opportunity to apply my skills and contribute to the growth of the company while helping create some advancement opportunities for myself.

### **Summary of Professional Skills:** -

- An experienced professional in sales, marketing & customer service process with the total experience of approx. 8 Years 9 Months.
- An excellent communicator who understands the power of words, especially in interaction with clients.
- Passionate to deliver outstanding results through consistent hard work.

### **Professional Qualification:** -

- Completed Computer Hardware & Networking Professional (ADCHN-Pro) Diploma Course from GT Computer Hardware Engineering College Pvt. Ltd. in the year 2011 with 67%.
- Completed a Certificate Course in Basic Computer Education from Burdwan Youth Computer Training Centre in the year 2005 with 69%.

### **Educational Qualification:** -

- Completed B.A. in the year 2009 from Chandrapur College, Burdwan University with 45%.
- Completed Higher Secondary Examination in the year 2006 from Barabelun Mohimohan Vidyamandir, Burdwan. Board: W.B.C.H.S.E with 46.4%.
- Completed Madhyamik Examinations in the year 2003 from Nasigram High School, Burdwan. Board: W.B.B.S.E with 55.4%.

## **Professional Experience: -**

- I work Own Online Business & I support my father in our Family Jewelry Business from Jan, 2020 to Still Now.  
**Location** - Chandrapur Bazar, Purba Bardhaman.  
**Description** - Common Service Center (CSC), Aadhaar Enabled Payment System (AePS) Super Distributor of SahajPay Kendra, Distributor of EzeePay, Super Distributor of Neerpay & Neerpay Pan, Insurance Agent of National Insurance Company Ltd, Point of Sale Person of Go Digit General Insurance Ltd, Agent of UTI Pan Card and Jewelry Business with my father.  
**Skills** - Common Service Center, Aadhaar Enabled Payment System, All Type Insurance, UTI Pan etc.
- Worked in ICICI Bank Ltd. as a Privilege Banker in Retail Branch Banking From 13<sup>th</sup> Aug, 2019 to 7<sup>th</sup> Dec, 2019.  
**Location** - Location - Lake Town, Kolkata.  
**Description** - Cross selling of new products and services for both new and existing privilege customers. Achieve sales target for CASA and other products. Maintain good relationship with customers. Provide guidance and advice to the customers about the products and services offered.  
**Skills** - Account Management, Business Development, Finance, Accounting, Sales, Retail Banking.
- Worked in IndusInd Bank Ltd. as a Relationship Manager in Government Banking Group (GBG) From 9<sup>th</sup> Oct, 2018 to 23<sup>rd</sup> June, 2019.  
**Location** - Purba Bardhaman District.  
**Description** - Responsible for developing relationship and marketing banking products to all Central / State Government Owned Entities along with all Educational Institutions including Universities and Cooperative Banks at Purba Bardhaman District.  
**Skills** - Government Accounting, Customer Service, TASC, Non-Governmental Organizations (NGOs), Institution Accounts.
- Worked in HDFC Bank Ltd. as a Sales Officer in Institution Accounts(TASC&GBG) From 15<sup>th</sup> Mar, 2016 to 1<sup>st</sup> Oct, 2018.  
**Location** - Purba Bardhaman & Birbhum District.  
**Description** - To Open Responsible for developing relationship and marketing banking products to all Central / State Government Owned Entities along with all Educational Institutions including Universities, Cooperative Banks, Institutional Accounts (TASC) and Gov't Accounts (GBG) at 2 Districts (Purba Bardhaman & Birbhum) 16 Branches.  
**Skills** - Government Accounts, TASC & GBG, All Produce of Retails Banking, Institution Accounts, Branch Banking.
- Worked in Techclub Technologies Pvt. Ltd. Distributors of Club Laptop, HPAccessories & Netgear as a Sales Executive from 12<sup>th</sup> Mar, 2015 to 29<sup>th</sup> Feb, 2016.  
**Location** - Burdwan District.  
**Description** - Club Laptop, HPAccessories & Netgear all Products to sales in Burdwan District.  
**Skills** - New Business Development, Sales & Marketing of Computer IT Relationship.

## **Professional Experience: -**

- Worked in B.G. Distributors Private Limited (Distributors of Procter & Gamble) as a Direct Sales Executive from 21st May, 2013 to 28th Feb, 2015.

**Location** - Garia, Kolkata.

**Description** - 12 Routes were under me in Garia Market. All Retail Stores had to Sales P&G Product.

**Skills** - Sales Operations, Fast-Moving Consumer Goods (FMCG), Direct Sales, Sales & Marketing, Sales Management.

- Worked in IIFL (India Infoline Group) as a Financial Advisor from 2<sup>nd</sup> May, 2011 to 18<sup>th</sup> May, 2013.

**Location** - Ac Market (Shakespeare Sarani), Kolkata.

**Description** - To Sales Third Party Insurance above the telephone. Financial Advisory Network Member (FAN) of India Infoline Limited.

**Skills** - Financial Advisory, Life Insurance, Business Development, Sales Specialist.

## **Personal Information: -**

Father's Name:	MR. Kalidas Dhara.
Date of Birth:	2 <sup>ND</sup> July, 1987.
PAN:	AVOPD4928M.
Aadhaar No:	646240672976.
Languages Known:	English, Bengali and Hindi.
Religion:	Hindu.
Nationality:	Indian.
Category:	OBC.
Marital Status:	Married.
Blood Group:	B+ve.

## **Interests and Activities: -**

Playing & Watching Cricket, Movie. Socializing, Browsing Internet and Listening music.

## **Declaration: -**

I hereby declare that all the above-mentioned facts and information are true to the best of my knowledge and my application are liable to be cancelled if any found to be false.

Dated: -

Place: -

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**(GOUTAM DHARA)**