Curriculum Vitae

## ANIK BHATTACHARJEE

ANANDAMELA, POST-RANAGHAT,

DIST-NADIA,PIN-741201 WEST-BENGAL,INDIA. Ph-9732519051

# Email: anik.bhattacharjee@gmail.com

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Career Objective : To work in an organization with emphasis on development and apply my knowledge and skills to the best of my ability*.*

# Professional Experience:

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| NSQF Project under ITRC TECHNOLOGIES PVT. LTD as a vocational Trainer in Retail management under West Bengal Government aided School From 2nd August 2021 to 30st September 2021 |

**Job Description:-**

TO Impact vocational teaching to the students of class 9th to class 12th using the Lab set up under this project.

Conducting periodic test & evaluation of the students . Published the result in coordination with the Head of Institution.

To maintain his daily diary as teacher's diary & student's attendance register separately.

To maintain all assets & documents properly.

Conduct Guest lectures, field visits, internships, lab setup, placement & meetings.

NSQF Project under LEARNET SKILLS LTD [IL&FS] as a vocational Trainer in Retail management under West Bengal Government aided School From 22nd August 2016 to 31st May 2021

**Job Description:-**

TO Impact vocational teaching to the students of class 9th to class 12th using the Lab set up under this project.

Conducting periodic test & evaluation of the students . Published the result in coordination with the Head of Institution.

To maintain his daily diary as teacher's diary & student's attendance register separately.

To maintain all assets & documents properly.

Conduct Guest lectures, field visits, internships, lab setup, placement & meetings.

GNS College of Management under Punjab Technical University as a Management Faculty From May,2011 to August, 2016

**Job Description:-**

Impart training to the students. Organizing seminars and workshops

Addressed issues related to examination and certifications.

ICICI Prudential as a IRDA Certified Sales Advisor From January,2008 to March,2011

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**Job Description:-**

Successfully handled a team of 4-5 members .

Ensuring the achievement of target given by the company every month. Generation of customer leads from different source.

Maintaining the Productivity levels of each member of the team.

Addressed issues and rendered support to seamlessly ensure optimum relation with clients.

Effectively carried out review meetings with Team on regular basis. Ensure proper Training of product and processes for all.

Quality business and conversion from leads only.

# Academic Qualification :

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| Exam Passed | Board/University | Year | Subject | Percentage |
| PGDiploma | St. Xavier's College Kolkata | 2010 | Supply chain & Logistic | 68.11% |
| MBA | Sikkim Manipal University | 2006 | Marketing, Finance | 76% |
| B.COM | Kalyani University | 2003 | Accounts | 39.48% |
| HS | WBCHSE | 2000 | Commerce | 45.1% |
| Madhyamik | WBBSE | 1998 | All | 62.6% |

Other Qualifications :

## Diploma in Information Technology from Youth Computer Centre,under Govt of West Bengal,during the period Jan,2003 to Dec,2003.

* **Training of Trainers in Retail Sector under NSQF scheme in West Bengal from NITTTR KOLKATA [2016].**
* **Successfully cleared the assessment for the Job Role of Trainer (MEP/Q2601) Conforming to National Skills Qualifications Frame work [NSQF] Level-5.**

# **Successfully completed Cyber Security Pledge Certify by Cyber Security Centre of Excellence, West Bengal Department of Information Technology & Electronics Government of WestBengal.**

# **Successfully completed capacity Building on Gender Mainstreaming of 20 hour duration online training course conducted by Learnet Skills Limited.**

# Personal Details :

* **Father’s Name** : Mr.Sukanta Bhattacharjee
* **Address** : Anandamela,P.O-Ranaghat, Dist-Nadia,Pin-741201 State - West Bengal
* **Gender** : Male
* **Date of Birth** : 30th December, 1982
* **Nationality** : Indian
* **Religion** : Hindu
* **Caste** : *General*
* **Language Known** : English, Hindi & Bengali
* **Marital Status** : Single

# Date: --------------------------------

Place: Anik Bhattacharjee