***Siddhartha***

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###### Profile & Strength

* A young and dynamic Professional, academically and technically proficient with **BCA**, **PGDBA in Marketing, MSC/PGDCSE Computer System Engineering and SAP SD.**
* Self motivated, diligent, optimistic, hard working and goal-oriented, with a high degree of flexibility, resourcefulness and commitment.
* Result oriented professional with strong analytical and interpersonal skills. A quick learner with high levels of adaptability and ability to take initiative.
* A consummate professional with planning, execution, monitoring and resource-balancing skills, as well as the ability to handle multiple tasks in high pressure environments and under tight deadlines.
* A systematic, organized, hardworking and dedicated team player with an analytical bent of mind, determined to be a part of a growth-oriented organization.
* Multilingual with proficiency in English, Hindi & Bengali.

###### Professional & Academic Development

**Post Graduate Diploma in Business Administration**

**(PGDBA)**

London Academy of Computing and Electronics, London, United Kingdom

(2006 – 2007).

**Master of Computer System Engineering**

**(MSc-CSE)/(PGDCSE)**

School of Technology and Management, London, United Kingdom

(May – December, 2005).

University of East London, London, United Kingdom

**Bachelor of Computer Application**

**(BCA)**

The Oxford College of Science, Bangalore University, Bangalore

(2001 – 2003).

**Indian School Certificate Examination**

**(ISE, Delhi Board)**

WWA Cossipore English School, Kolkata

(2000).

**Indian Certificate of Secondary Education Examination**

**(ICSE, Delhi Board)**

St Paul’s Mission School, Kolkata

(1998).

###### Professional Synopsis

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| * Selling products and services. | * Public speaking/ presentation. |
| * Training sales staffs. | * Turnaround/ Change management. |
| * Building sales teams. | * Customer Service. |
| * Recruiting staffs. | * Management reports. |
| * Client relationship management   **.** |  |

###### Professional Experience

**1. Organization: SZI Technologies Pvt Ltd**

**Location:** Kolkata

**Designation:** IT Account Manager

**Duration:** Jan 2017- August 2017

Job Role:

1. To handle clients projects in Website development, SEO, SMO.

2. Has to cordinate with development team with regards to individuals projects.

3. Understanding client's needs and their business so as to give best solutions.

4. Educate clients with technical side of the projects.

5. Generate revenues or handle client's payments.

6. Helps clients to generate more traffic and business expansion online.

7. Worked on dedicated CRM. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Organisation: Wipro**

**Location:** Kolkata

**Designation:** Technical Associate

**Duration:** May 2016 – .July 2016

Job Role:

1. To handle client's technical query with regards to HP products.

2. Handled technical query of HP laptop for Indian subcontinent and USA.

3. Sole responsibility to handle multiple queries, which may not be technical.

4. Upsaleing of different HP products and promotions was a part of work.

5. Worked on dedicated CRM based on SAP.

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**3. Organization: Glamour World Ayurvedic**

**Location:** Kolkata

**Designation:** Area Sales Manager (ASM)

**Duration:**  December 2015 – April 2016.

Job Role:

1. Looking after The sales of ayurvedic beauty products in south bengal and part of central west bengal.

2. Accusision of new distributors around designated area.

3. Maintaining sales targets though potential markets.

4. Manageing, training and motivating the sales team under me and their individual targets to drive revenue growth.

5. Monitoring sales team performance, analyzing sales data, periodical forecasting and reporting to zonal heads.

6. Collecting customer and market feedback and reporting the same to the organization.

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**4. Organization: Eastwood Business House**

**Location:** Kolkata

**Designation:** Business Development Officer (BDO)

**Duration:** April 2013 – November 2015

Job Role:

1. Looking after the sales of colgate pamolive products arroud south Kolkata.

2. Accusition of new distributors.

3. Looking after the sales and marketing of each products.

4. Manageing and motivating the team of Sales officer in achiveing their sales targets and gerate profitable revenue.

5. Day to day report of sales and area covered are taken into account.

6. Tried to impliment new marketing staregies according to the market trends and sales data.

7. Visited shops to view the products with merchaindisers to look after four P's.

Pricing, Promotions, Product assortment, POP.

8. Looked after the payments of the shop owner that they used to get from distributors.

**5.Organization: MaxNewYork Life Insurance Company Ltd.**

**Location:** Kolkata

**Designation:** Agency Development Manager (ADM)

**Duration:** May 2012 – March 2013.

Job Role:

1. Accusion of Insurance Agents.

2. Motivating, training, Manageing the agents to achive their individual targets.

3. Presentation of the benifits of Insurance policies to differet clients.

4. To make clients understand their total sum assured money, premiums, bonuses, policy tenure and payments.

5. To work as a team with other ADMs as to benifit the organisation and generate more revenues.

**6. Organisation: M-Express Ltd.**

**Location:** London, United Kingdom

**Designation:** Senior Sales Executive (SSE)

**Duration:** March 2010 – November 2011 (1 year and 8 months)

Job Role:

1. Looking after the sales and revenues.

2. Motivating, training and guiding the sales team for their targets.

3. Service to the elite clients and guide them in any disputes.

4. End to end check and track each consignments.

5. To look after different promotions and offers to different clients.

6. Worked on dedicated CRM.

**7. Organisation**: **@Solicitors PLC**

**Location:** London, United Kingdom

**Designation**: Business Development Officer (BDO)

**Duration:** June 2008 – December 2009

Job Role:

1. Accusision of more colleges and Universities under one umbrella of unique solicitation regarding immigration of foreign students.

2. To promote through different media regarding our work.

3. To give presentation to different colleges and Universities.

4. To aware students of latest immigration rules by educating them through personal care.

5. Worked as a team with other BDOs in sceduling, marketing and presentation.

6. Worked on genarating revenues through different services and create an win win situation for both clients and organisation.

**8. Organisation: Laurel Pub Company**, Yates Leicester Square

**Location:** London, United Kingdom

**Designation:** Sales Representative

**Duration:** June 2007 – May 2008

Job Role:

1. Worked as a senior bar men in cocktail bar.

2. Mastered in cocktails and provided unique service to all customers.

3. One of front runner in generating highest revenues for the organisation.

4. Got many recognitions through over acheiving many sales targets.

5. Worked as a team towards the growth of the organisation.

**9. Organisation: System Plus Technology**

**Location:** Kolkata, India

**Designation:** Assistant Software Developer

**Duration**: September 2003 – April 2005

Job Role:

1. Worked as an assistant developer.

2. Worked with Programming languages of C and C++.

3. Worked on 3 projects including making and designing of crm for psl network and simulation of fermentation process for an NGO.

###### Achievements & Extra Curricular Activities

* Received recognition from **Max Newyork Life Insurance Company** as first person to achieve the targets in Month Zero or in the first month of joining.
* Established a small business to sell mobile phone accessories through eBay UK. Controlling the delivery of goods, dealing with customers online and fulfilling their needs.
* Department representative of the Oxford College of Science. Represented the college to different fests and competitions.
* Participated in various debate competitions.

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###### Personal Information

* **Date of Birth :** 24th November, 1981
* **Place :**Kolkata
* **Age :** 35+
* **Gender** : Male
* **Status**: Single

Signature:

**SIDDHARTHA**