

## PERSONAL DETAILS

# Raja Manna (Executive, Sales and Service)

S/O Late Ganesh Manna, Residing at 11/1, P. N. C. Lane, Cossipore,  
Kolkata-700002.

**Date of Birth:** 17-11-1989

**Nationality:** Indian.

**Caste:** General.

**Religion:** Hindu.

**Marital Status:** Unmarried.

**Language Known:** Bengali, Hindi, English.

**Mob.:-** (+91) 8296004635.

**Email.:** manna.raja17@gmail.com

## EDUCATIONAL QUALIFICATION

- Passed Madhyamik Examination from West Bengal Board of Secondary Education in the year 2006
- Passed Higher Secondary Examination from West Bengal Council of Higher Secondary Education in the year 2008
- Passed B.Com from the West Bengal State University in the year 2011.
- Basic Computer education (uncertified).

## OTHER QUALIFICATION

## JOB EXPERIENCE

### ➤ Worked as Office Assistant at Ramakrishna Math, Baranagar from April 2011 to September 2011.

- Doing **administrative** and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails.
- Running errands to **the post office** or supply store.
- Arranging meetings, appointments, and executive travel.

### ➤ Worked as Office Assistant at SATELITE ELECTRONICS from October 2011 December 2014.

- To support project managers with administrative work and tracking project success.
- Scheduling meetings to coordinate project work,
- Providing status updates and monitoring budgets and financial documents.

### ➤ Working as Executive (Sales & Service) form February 2014 to contd...

- Developing business by identifying and selling prospects.
- Maintaining relationships with clients
- Analyzing sales options
- Answer calls professionally to provide information about products and services, take/ cancel orders, or obtain details of complaints.
- Keep records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.

- Reading story books.

- 17000.00 (Seventeen thousand only)

- Negotiable.

## HOBBIES

## CURRENT CTC

## EXPECTATION

I hereby declared that the above particulars are true to the best of knowledge.

**Date:**

**Place: Kolkata**

**Signature**