

CURRICULUM VITAE

DIPANKAR SARKAR

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Objective: To understand all the duties & perform them with a touch of responsibility.

Professional Summary

14 Years of experience

Trainer & Quality Controller for a BPO named **i-connect technologies** (2006-2008).

Marketing Executive at **Veer Distributors** for **Castrol India Limited** (2008-2010).

Area Sales Officer at **Tata Steel Processing And Distribution Limited** (2010-2018).

Senior Sales Executive at **Micro Systems & Controls** manufacturer of micro processor base automatic process control instruments (2019-2020).

Good interpersonal relations and team spirit.

Good customer orientation and value add to customer's business.

Good negotiation skills with clients and support functions at the organization in terms of sales.

Academic Profile

Higher Secondary (10+2)

Technical Skill Profile

Productivity Tools

MS Word, MS Excel, MS Outlook, ERP, CRM, SAP System and Internet Browsing.

Work Details

Trainer & Quality Controller for a BPO named **i-connect technologies** (2006-2008).

Responsibility

Quality controller of the recovered data.

Organization of codes for HTML pages for recovered data.

Train present & new recruits about job processing, handling of software used by the company.

Marketing Executive at **Veer Distributors** for **Castrol India Limited** (2008-2010).

Responsibility

Promote schemes to dealers & retailers to increase company's sales.

Create awareness of the product quality to their customers.

Offer sales schemes to customers for the dealers & retailers for increasing their sales.

Area Sales Officer at **Tata Steel Processing And Distribution Limited (TSPDL)** for eight years (2010-2018).

Responsibility

- Observe the customer's stock to arrange their requirement.
- Collect the dues within their fixed payment terms.
- Create the sales order through the SAP system.
- Arrange the dispatch as fast as possible.
- Arrange any type of technical help for the required customer.
- Generate good revenue for the company in regular basis.
- Generate new customers to increase the branch business volume.
- Try to increase business volume to the existing customer.
- Always try to secured business for the company.
- Arrange programs at customer's premises to create awareness for any kind of safety issues & to encourage their workers for their work ability.

Highlights of work in TSPDL

- Managing approximately 30 customers spread across Kolkata for the branch.
- Maintaining the highest number of secured business for the branch.
- Maintaining the top level at "Customer Satisfaction Survey" last five years in the branch.

Senior Sales Executive at **Micro Systems & Controls** manufacturer of micro processor base automatic process control instruments (2019-2020).

Responsibility

- Managing approximately 30 customers spread across Kolkata.
- Understand the customer's requirement with automation facility.
- Arrange any type of technical help for the required customer.
- Collect the dues within their fixed payment terms.
- Create the sales order through the ERP system.
- Arrange the dispatch as fast as possible.
- Generate new customers to increase the company business volume.

Personal Details

Date of Birth	18 th November 1972
Father's Name	Mr. Bhupen Sarkar
Present and Permanent Address	Gudia Apartment, 3 rd Floor, Flat B-3, 17, P. B. Road, Shyamapalli, Behala, Kolkata – 700034
Languages Known	Hindi, Bengali
Marital Status	Single
Nationality	Indian