

# 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) from W.B.C.H.S.E.

### Technical Skill Profile

#### Productivity Tools

Microsoft Word, Excel, 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 <sup>th</sup> November 1972
Father's Name	Lt. Bhupen Sarkar
Present and Permanent Address	Gudia Apartment, 3 <sup>rd</sup> Floor, Flat B-3, 17, P. B. Road, Shyamapally, Behala, Kolkata – 700034
Languages Speak	Hindi, Bengali
Languages Write	English, Bengali

I do hereby declare that all the information above mentioned is as true as per my knowledge.