

Tumpa Das

Business Development Executive

Contact

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LinkedIn

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Skills

Basic

Clerical

Clients

Customer Service

Freelance

Information Technology

Marketing

Marketing Manager

Meetings

Access

Mail

Proposal

Reading

Research client business referrals, network, and web lead; provide prospective customers/clients with all services offered and additional presentations as needed, and work with clients to create solutions for their needs and consult throughout the sales process. To work in high-grown organization with a competitive and challenging environment that creates an ideal condition for delivering high quality services.

Work History

2019-05 -

Current

Business Development Executive

Digital Aptech Pvt Ltd, Kolkata, West Bengal

- Selling IT services such as Web Development, Gaming and Enterprise Mobilty(Ios & Android mobile app development).
- Generating new clients from online social media platform.
- Generating leads through online bidding portals, Email Marketing.
- Client Communicating.
- Setting up of new appointments with international clients.
- Degree/Course Institute/.
- Strategized and implemented successful approaches to revitalize under performing product lines and create profit-generating enterprises.
- Developed short-term and long-term sales objectives and strategic plans to meet market needs.
- Identified investment opportunities, threats and challenges to accurately forecast company budget.

2018-06 -

2019-06

Digital Marketing Consultant

WebTek Labs Pvt. Ltd

- Conduct detailed pre sales analysis and complete a variety of tasks including; search engine optimisation, link building, social media and email marketing.
- Supporting the Digital Marketing Manager.
- 3 Perform in-depth analysis of new client sites.
- Act as an authority in pre-sales consultancy work,

Receptionist

Sales

Sales analysis

Social media platform

Excellent

Telephone

Excellent

Phone

Excellent

Documentation

Excellent

Scheduling

Very Good

MS Office

Excellent

Data entry

Excellent

Administrative support

Excellent

Customer service

Excellent

Languages

English

Native

Hindi

Native

Bengali

Native

participating in client meetings and pitches.

- Responsible for dealing with International Clients.
- Proposal making For Digital Marketing & Web Designing Services.
- 7.Giving suggestions for Keywords.

Business Development Executive

SB3 SOFTWARE SOLUTIONS PVT LTD, Kolkata, West Bengal

- Generating new business from leading bidding portals like Freelance, Up work etc.
- Finding new avenues of constant workflow
- 3.Communicating with clients and achieving desired targets.
- 4..Writing proposal, and following up with the existing open bids
- 5.Work as a link between the clients and the technical teams involved in finding solutions.
- Collaborated with sales and marketing departments to support business objectives and client acquisition.
- Negotiated and closed long-term agreements with new clients in assigned territory.
- Partnered with business teams and IT personnel to align project goals with business strategy and define project milestones.

Call Center Executive

SB3 SOFTWARE SOLUTIONS PVT LTD

- International Voice Hardware Support & Customer Service Process.
- Troubleshooting & Remote Support to International Clients over the phone.
- Handling technical queries & repair of IT Hardware devices & Networking Solutions (Internet, LAN, WIFI, Router etc.).

Receptionist

Blue Dart Courier & Cargo Services

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
- 2.Answer, screen and forward any incoming phone calls while providing basic information when needed
- 3.Receive

2017-03 -
2018-04

2014-11 -
2017-02

2013-05 -
2014-03

and sort daily mail/deliveries/couriers 4.Maintain security by following procedures and controlling access via the reception desk.

- 5.Update appointment calendars and schedule meetings/ appointments 6Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.

Education

2009-04 -
2010-03

High School Diploma

TMMHS - Howrah

Address 14,Rajkishor Roy Chowdhury Lane,Shalimar
Howrah, West, 711103

2011-04 -
2013-04

Bachelor of Arts: Political Science

Calcutta University - Howrah

Interests

Cooking