

# SANSKRUTI PATRA

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**Career Objective:** Seeking for a challenging role in Marketing where my skills and knowledge can be contribute and utilize. **SKILLS:** Proficient ability of management, customer service, public relationship management.

## **Profile Summary**

Over 1.5 year of experience as Relationship Manager & Inside Sales Manger

Client-focused relationship manager, dedicated to exceeding client expectations, maintaining strong, fruitful working relationships with customers to gain their trust and respect, offering these core strengths:

- Create and support client retention strategies for existing customer base and for new customers.
- Strengthened working relationships with clients, utilizing excellent communication techniques.
- Customer care skills – Solutions oriented and results driven attitude.
- Strive for success and growth.

## **Education:**

- 2019: PGDM from Siva Sivani Institute of Management, Hyderabad, with 6.60 CGPA out of 10
- 2017: BBA from Asian School of Business Management Bhubaneshwar, Utkal University with 68%
- 2014: 12th from Berhampur Shiksha College, CHSE with 58%
- 2012: 10th from Saraswati Shishu Vidya Mandir, Patnagarh, CHSE with 56.00%

## **Certification:**

- Certification on TALLY (2014)
- Workshop on Microsoft Excel (2019)
- Business Analytics workshop.

## **Work Experience:**

Working as a “**Inside Sales Manager**” at Texa’s Review. ( Jan 2020 – Till Date)

### **Role:**

- Student who are planning to study abroad and “one stop solution” for coaching, visas & immigration.
- “thescorebooster.com” will be the online portal for the texa’s review, provide the online classes to make the student perfect along with the immigration.
- Build the relation & Management with the customer for Sales & Services of Educational Products of texa’s review.

Worked as a “**Relationship Executive** “, At Bajaj Capital Ltd. ( Feb 2019 – Dec 2019)

**Role:**

- Have been involved in Relationship Building & Management with the customer for Sales & Services of Financial Products of Bajaj Capital Ltd. and also holding a portfolio in which customer has invested for insurance and FDs.
- Also giving advisory services to the existing clients for Retirement, wealth creation, children’s future, buying property, Investment Advising and many more).

**Internship:**

**Organisation:** Ultra-Rich Weddings Pvt. Ltd.

**Role:**

- Branding and positioning of Ultra-Rich Weddings
- Duration: 45 days

**Technical Skills:**

- MS Office: Word, Excel and PowerPoint
- IBM SPSS
- Tally.

**Extracurricular Activities & Achievements:**

- Coordinator for inter-college (Business quiz) Management Fest (Samanvay).
- Rangoli winner at Siva Sivani Institute of Management.
- Sambalpuri dance National level.
- Solicited paid article for company magazine.
- Co-ordination certificate for CSR. (URM)
- Appreciation certificate for my overall performance in the company. (URM)

**Personal Information:**

- Date of Birth: 3rd April 1997
- Father’s Name: Bhimsen Patra.
- Languages Known: English, Hindi and Odia
- Interests: watching Movies, Dance, Painting