

# **RESUME**

---

---

## **SUMAN PODDAR**

**Address of communication:** B/15/1A/H/4, B. B. GHOSH SARANI,  
PO - ULTADANGA, PS - MANICKTALA,  
State: West Bengal  
City: Kolkata  
PIN: 700067



### **Get In Touch :-**

**\* Telephone: +91 9088557799**

**\* E-Mail ID: SUMANPODDAR.Online@gmail.com**

---

---

## **SUMMARY**

### **CAREER OBJECTIVE:**

To work in an organization that appreciates innovativeness, demands analytical. Provide a challenging and performance driven environment and a wide spectrum of experience to grow and excel in my career. I am to create meaningful contribution to the organization through my skill and abilities and to continuously improve on my professional knowledge and skill.

---

---

## **EDUCATION:**

Dates attended (Year- 2021-22)	Pursuing M.A Post Graduate from <b>Netaji Subhas Open University (NSOU)</b> Name of Institute: Maharaja Manindra Chandra College
Dates attended (Year- 2020)	Passed B.SC Graduated from <b>University of Calcutta,</b> Name of Institute: Bangabasi College
Dates attended (Year- 2012)	Passed Higher Secondary Examination from <b>W.B.C.H.S.E,</b> Name of Institute: Panihati Tran Nath High School (H.S)
Dates attended (Year- 2009)	Passed Madhyamik Examination from <b>W.B.B.S.E,</b> Name of Institute: Panihati Tran Nath High School (H.S)

## **COMPUTER SKILLS:**

Dates received (July 2010 – June 2011)	<b>Certificate in Computer Programming;</b> Name of Institute: <b>Moulali Youth Computer Training Centre</b> State: West Bengal, City: Kolkata
-------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------

- Course in INFORMATION TECHNOLOGY APPLICATION
  - Course in FINANCIAL ACCOUNTING SYSTEM

## **TECHNICAL KNOWLEDGE AND SKILLS:**

- **Operating System:** Windows Xp Sp3, Windows Vista Sp1, Windows 98/2000/7/8/8.1/10
- **Technical Support:** Installation, Configuration & Troubleshooting of Hardware & Software
- **Languages:** Visual Basic, C, C++, Visual C++, Java, HTML, XML, ASP.NET
- **Database Management:** Relational Databases. SQL, PL/SQL, MS Access
- **Applications:** MS Office (Word, Excel, PowerPoint & Outlook), MS Project
- **Expert:** Highly proficient in Internet, E-mail and website browsing

**Continues...**

---

---

**WORK EXPERIENCE:**

**Job Title - 7**

**TATA Tele Services Limited**

**City:** Kolkata, **State:** West Bengal

**Date Started – Date Ended**

(June /2022 – August /2022)

**Responsibilities:** Connectivity, Security, Collaboration, CCloud & SaaS and Marketing & IoT sales etc.

**Designation:** Corporate Sales Executive

**Job Title - 6**

**Axis Bank Limited**

**City:** Kolkata, **State:** West Bengal

**Date Started – Date Ended**

(March/2021 – May/2022)

**Responsibilities:** CASA, FD, RD, Loan, Car, Bike, Health & Life Insurance sales etc.

**Designation:** Officer - Sales

**Job Title - 5**

**Bajaj Allianz General Insurance Company Limited**

**City:** Kolkata, **State:** West Bengal

**Date Started – Date Ended**

(June/2019 – March/2021)

**Responsibilities:** Car, Bike, Health & Travel Insurance sales etc.

**Designation:** FOS - Executive

**Job Title - 4**

**Apollo Munich Health Insurance Company Limited**

**Date Started – Date Ended**

(January/2017 – May/2019)

**City:** Kolkata, **State:** West Bengal

**Responsibilities:** Direct business and Apollo Pharmacy handling etc

**Designation:** Relationship Manager – D2C

**Job Title - 3**

**Reliance Communication Limited**

**City:** Kolkata, **State:** West Bengal

**Date Started – Date Ended**

(April/2016 – January/2017)

**Responsibilities:** Team handling, business management, customer service and sale support etc.

**Designation:** Associate Manager - CWG

**Job Title - 2**

**Bharti Airtel Limited**

**Date Started – Date Ended**

(September/2014 – February/2016)

**City:** Kolkata, **State:** West Bengal

**Responsibilities:** Team handling, customer service and sale support etc.

**Designation:** Team Leader

**Job Title - 1**

**Idea Cellular Limited**

**Date Started – Date Ended**

(November/2012 – June/2014)

**City:** Kolkata, **State:** West Bengal

**Responsibilities:** Corporate business

**Designation:** Senior Sale Executive

*Continues...*

Job Title - 8

Niva Bupa Health Insurance Company Limited

*City: Kolkata, State: West Bengal*

Date Started – Date Ended  
(Nov/2022 - Jan/2023)

*Responsibilities: Sales and Marketing assistant with Agent handling, And Other tasks as required.*

*Designation: Agency Manager*

**LEADERSHIP EXPERIENCE & SKILLS:**

“Manager” and “Team Leader” experience in telecom sector with achieved Designation from Reliance Communication Limited (RCOM) and Bharti Airtel Limited

**FUNCTIONAL SKILLS:**

- Sales and customer assurance
- Office and technical

**PERSONAL SKILLS:**

- Commitment
- Self-motivation
- Time management
- Leadership
- Decision making
- Conflict resolution

**EXTRA-CURRICULAR ACTIVITIES:**

- Join a sports team
- Volunteer
- Drawing, music & the performing arts

**INTERESTS & HOBBIES:**

- Enjoy reading traveling magazines.
- Avid wildlife photographer with the goal of writing and photographing travel destinations.
- Collecting stamps, postcard and pens

**PERSONAL DETAILS:**

<b>Father's name:</b>	Kushal Poddar	<b>Marital status:</b>	Married
<b>Father's occupation:</b>	Business	<b>Sex:</b>	Male
<b>Date of Birth:</b>	February 2 <sup>nd</sup> 1988	<b>Religion:</b>	Hinduism
<b>Languages:</b>	English, Hindi & Bengali	<b>Nationality:</b>	Indian
<b>Driving licence no:</b>	Yes	<b>Passport no:</b>	No

**DECLARATION:**

- I hereby declare that, the above mentioned particulars are true to the best of my knowledge and belief.

Date: \_\_\_/\_\_\_/\_\_\_\_\_

Place: The KOLKATA (formerly Calcutta)

**SIGNATURE**



(SUMAN PODDAR)