

## **RESUME**



### **SUSHMITA KAR**

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#### **OVERVIEW:**

A result oriented professional with over 6 years of Experience Team handle, Sales , Marketing ,Schools Sales, Coordinator, customer service and management.

An executor with exposure in sales with an Aim to Accomplish corporate plans and reach Target successfully.

Resourceful at maintaining Relationship with client's to achieve Quality Product and service norms by resolving their service related critical issues.

An effective communicator with good relationship building & interpersonal skills, Strong analytical , problem solving & organizational abilities . Process a flexible & detail oriented attitude.

#### **School Coordinator/TL & BDA ( Business Development Associate )**

Handling all CBSE & ICSE Boards Schools criteria as per their requirement Like- PRODUCT PRESENTAION / TEACHER TRAINING / CRM TRAINING and FINANCIAL decision with positive attitude .

Travelling City / different state for scale up the business Market ( B2B & B2C sector )

Managing the overall functioning of process, identifying potential Leads & convert them into a business module of Digital Classroom and to maximize client's satisfaction level.

#### **PROFESSIONAL EXPERIENCE :**

- **2022 Feb** Currently working under **ANOVIP**- Legal firm for Us process and other international IP market as - SR Associate.
- **2021 Apr to 2022 Feb** worked under ( Contractual Based ) at **CQuest Capital/ SUSTAINERGY TECH AND RENEWABLES** Pvt. Ltd. as Data-Auditor.
- **2019 Jan to 2021 Apr** Worked under **BYJUS** ( THINK & LEARN Pvt. Ltd ) as - SR. Counselor.
- **2016 May to 2018 Dec** **Extramarks** Education India PVT Ltd as - TL & School Coordinator in North East Region.

#### **PROFESSIONAL - PROJECTS/ACHIEVEMENT:**

- GRAM-UJALA ( LED BULBs) & its sight/Field Survey with Data Audit.
- COOK-STOVE Project to reduce Carbon Energy For INDIA & Other Countries ( Zambia / VietNam/ Malawi / Africa / Thailand etc. )

#### **OTHERS ACHIEVEMENTS:**

- *PARA TROOPING CAMP* IN 2015 at PARA TRAINING SCHOOL (P.T.S) From **AIR FORCE STATION** ,AGRA, UTTAR PRADESH.

- **SILVER MEDAL** for 2<sup>nd</sup> position in ( 0.22) *STATE LEVEL* “ **RIFLE SHOOTING.**
- “ **SPECIAL NATIONAL CAMP** ” IN 2014 at KAVARATTI, **LAKSHAWDEEP ISLAND** and won Best **LEADERSHIP** Trophy.

(DCA) course in Computer Fundamental (MS Office / EXCEL / VLOOKUP)

- Operating System : MS DOS & Window , MAC ( 98,XP, & Vista Home , Windows 10)
- Software Package : Excel , Tally ( 5.4 , 6.3, 8.2 & 9.2 )

#### **EDUCATION QUALIFICATION:**

- 10th From TBSE Board (2011).
- 12<sup>th</sup> From TBSE board (2013).
- Graduate in BA English (Hons) From Tripura university (2016)

#### **PERSONAL DOSSIER:**

Father's Name: Late Chandan Kar.

Mother's Name : Smt Dipa Kar

Martial Status: Unmarried

Present Address : Ramesh Nagar, Delhi-15 Permanent

Linguistic Abilities : English, Hindi , Bengali With Fluency

#### **INTEREST / HOBBIES :**

TRAVELLING / INVESTMENT / MUSIC.