



DEBALINA MANDAL

Dubai, United Arab Emirates

Phone No +971-55-8163878

debalinamandal5@gmail.com

Profile & Objective: Extensive knowledge of business development and collection operation within different stream of organizations. I would like to pursue my career in an organization that provide opportunities for future growth and development wherein I invest my competencies by working with utmost honesty and sincerity.

PERSONAL INFORMATION:

Date of Birth: 01 Nov 2000

Marital Status: Single

Nationality: Indian

Place of birth: Kolkata, India

Languages: English, Bengali, Hindi.

Visa status: Tourist Visa (valid till 10-02-2021)

WORK EXPERIENCE:

Big Bazar Company.
Kolkata, India.

Sales Promoter For 6 months (Jun 2018- Sept 2018):

- Achieving sales target set by the management.
 - Contacting indoor customers and convincing to buy the product.
 - Address & resolve problems in order to reach timely & satisfactory solutions.
 - Resolve customer inquiries/complaints referred by management.
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Dream Tour and Travels.
Kolkata, India.

Admin Assistant and Coordinator 18 months (Oct 2018 - Mar 2020):

- Make bookings while using different supplier portals like Hotel Beds, GTA etc.
 - Maintained and deepened ties with current clients through relationship building strategies
 - Responsible for the collection of the booking of all travel and accommodation and Follow up with the customers.
 - Updated clients' database and made transactions for product sales.
 - Responsible for calling out to clients on a calling list and getting results
 - Assisted in updating a daily call spreadsheet that was submitted to management
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Education:

Bachelor of Arts (BA)

2019

Netaji Subhas Open University (**Kolkata, India**)

Higher Secondary School Certificate

2018

Ghasiara Vidyapith West Bengal Board (**Kolkata, India**)

PERFORMANCE STRENGTHS:

- **Problem Solving:** Enjoy leading and facilitating cross-functional teams to achieve overall business improvement.
- **People Skills:** Enjoy working in a team environment and the challenge of bringing groups together and leading them to solve problems and create value.
- **Highly Self Motivated:** I am a driven, determined yet patient individual who has regularly gone the distance to ensure optimal company performance.
- **Staff Supervision:** Skills include interviewing, staff training and development, job profiling, appraisals and reviews, planning, organizing and delegating.

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- **Others can be furnished immediately upon Request.**